



2010 NASCSP STATE CSBG MONITOR'S TRAINING

Residence Inn by Marriott

Capitol Room

Sacramento, California

November 16 - 19, 2010

TUESDAY, NOVEMBER 16, 2010

8:00 a.m. – 9:00 a.m.

Breakfast

A hot breakfast will be available to participants. Please pick your breakfast up and join us in the meeting room.

8:15 a.m. – 8:30 a.m.

Welcome and Introductions

8:30 a.m. – 9:30 a.m.

The CSBG Act and Monitoring - In Brief

This session will provide participants with a brief overview of the CSBG Act and the State's role in monitoring eligible entities. In addition, this session will provide participants with information regarding their authority as monitors and their mandate to monitor the whole agency through an examination of Information Memorandums 49, 82, 94, and 97, the OMB Circulars, and the CSBG statute.

Presenter: Jeannie Chaffin, CCAP, CSBG Senior Program and Policy Specialist, National Association for State Community Services Programs

9:30 a.m. – 10:30 a.m.

The Federal Office of Community Services: Information Memorandum (IM) 102 – The Checklist That Can Work For You

In this session hear what the CSBG Act requires of States in regards to State monitoring of eligible entities. Learn about OCS IM 102, the most important tool to use to verify that the State, and eligible entities are meeting the performance goals, administrative standards, financial and other management requirements.

Presenter: Jeannie Chaffin, CCAP, CSBG Senior Program and Policy Specialist, National Association for State Community Services Programs

10:30 a.m. – 10:45 a.m.

Break



10:45 a.m. – 12:00 p.m.

NASCSP's CSBG Monitoring Standards & State Self-Assessment Tool

This session will provide participants with an overview of the establishment and work of the NASCSP Monitoring Workgroup. It will also provide participants with an overview of *NASCSP's CSBG Monitoring Standards* and how to implement the *Standards* throughout the monitoring process. Participants will practice using the *Standards* through case studies based on real life examples. Moreover, participants will be introduced to the State Self-Assessment Tool.

Presenter: Jeannie Chaffin, CCAP, CSBG Senior Program and Policy Specialist, National Association for State Community Services Programs

12:00 p.m. – 1:00 p.m.

Lunch

Lunch will be available at 3 Fires Lounge.

1:00 p.m. – 2:30 p.m.

Ensuring Strong Board Governance

This session will focus on monitoring to determine the effectiveness of the board and if the board has systems and procedures in place to fulfill their roles and responsibilities in the areas of planning, fiscal oversight, human resources and community partnerships. Participants will also learn about techniques, tools, and best practices around monitoring in this area. Examples of board governance monitoring tools will be distributed.

Presenter: Francie Mathes, Anti-Poverty Programs Supervisor, Office of Economic Opportunity, Minnesota Department of Human Services

2:30 p.m. – 3:15 p.m.

Ensuring Strong Program Performance

This session will provide a brief introduction to Results Oriented Management and Accountability (ROMA) and focus on monitoring the four core ROMA areas - assessment, planning, implementing and reporting. The session will also include information on how to monitor CAA implementation of ROMA, including the use of information technology, how to use CAA results as part of the monitoring process and how to create ROMA focused monitoring tools. In addition, particular attention will be paid to how monitoring and ROMA can support and further program improvement at the eligible entity level.

Presenter: Francie Mathes, Anti-Poverty Programs Supervisor, Office of Economic Opportunity, Minnesota Department of Human Services

3:15 p.m. – 3:30 p.m.

Break

3:30 p.m. – 5:00 p.m.

Ensuring Strong Program Performance Continued

Presenter: Francie Mathes, Anti-Poverty Programs Supervisor, Office of Economic Opportunity, Minnesota Department of Human Services

5:30 p.m. – 7:30 p.m.

Reception and Movie

American Idealist: The Story of Sargent Shriver



WEDNESDAY, NOVEMBER 17, 2010

8:00 a.m. – 8:30 a.m.

Breakfast

A hot breakfast will be available to participants. Please pick your breakfast up and join us in the meeting room.

8:30 a.m. – 10:15 a.m.

The OMB Circulars – In Brief

This session will provide participants with a review of the OMB Circulars (A-87, A-102, A-110, A-122 and A-133) and cost allocation. Participants will leave with tips and tools for effective use of the OMB Circulars in monitoring.

Presenter: Kay Sohl, Financial Management Consultant, Kay Sohl Consulting

10:15 a.m. – 10:30 a.m.

Break

10:30 a.m. – 11:30 a.m.

The OMB Circulars – In Brief Continued

Presenter: Kay Sohl, Financial Management Consultant, Kay Sohl Consulting

11:30 a.m. – 12:30 p.m.

Lunch

Lunch will be available at 3 Fires Lounge.

12:30 p.m. – 2:00 p.m. #

Financial Analysis

This session will discuss various ways to analyze the fiscal data you currently have, but may not be using effectively. You will learn about:

- Providing effective financial analysis throughout the year
- Creating and using trend analysis
- 2 CFR Part 215 (OMB Circular A-110) required financial management analysis
- Examining agency budgets
- Examining agency board reports
- Analytical procedures and how they can help you
- What an organization's financial statements and the form 990 can tell you
- A variety of financial analyses that can assist you in using the information you currently have to enhance your state's financial monitoring

Key fiscal health indicators that allow for an agency's fiscal stability and compliance will also be discussed. Moreover, tips and tools for conveying financial information to non-financially savvy individuals will be discussed.

Presenter: Kay Sohl, Financial Management Consultant, Kay Sohl Consulting



2:00 p.m. – 3:00 p.m.

How an Auditor Looks at Internal Controls

This session will provide participants with guidance on how to read and examine the components of the independent auditor's report and utilize information from the Federal Audit Clearinghouse. Participants will also learn how an auditor analyzes internal controls throughout the audit process. Specifically, internal control best practices will be covered and special emphasis will be given to the internal controls an organization must have regarding assets and liabilities as well as revenue and expense accounts.

Presenter: Kay Sohl, Financial Management Consultant, Kay Sohl Consulting

3:00 p.m. – 3:15 p.m.

Break

3:15 p.m. – 4:15 p.m.#

Preventing Financial Waste, Fraud and Abuse in Agencies and Programs

This session will focus on the lessons that can be learned from fraud and financial mismanagement in Head Start and other social services programs. It begins by focusing on the reasons for fraud. The session will then consider the following six recurring problems: (i) excessive compensation; (ii) ghost employees; (iii) travel and entertainment expenses; (iv) employee and third party billing fraud, kickbacks, and bid rigging; (v) employment taxes; and (vi) grant administration. Solutions and monitoring techniques State monitors can use to detect problems will be discussed. The session will then conclude with a discussion of the six problems and overall governance.

Presenter: Kay Sohl, Financial Management Consultant, Kay Sohl Consulting and Jeannie Chaffin, CCAP, CSBG Senior Program and Policy Specialist, National Association for State Community Services Programs

4:15 p.m. – 5:00 p.m.

The Role of State Associations in Providing Training and Technical Assistance

In this session participants will learn about the California model for Training and Technical Assistance, how it evolved and how it has been used to increase and improve Community Action Agency stability and performance.

Presenter: Tim Reese, Executive Director, California/Nevada Community Action Association, and Lynn Grogan, Coordinator of Training and Marketing, California/Nevada Community Action Association

**THURSDAY, NOVEMBER 18, 2010**

8:00 a.m. – 9:00 a.m.**Breakfast**

A hot breakfast will be available to participants. Please pick your breakfast up and join us in the meeting room.

8:30 a.m. – 10:30 a.m.**CSBG Data Collection and Reporting**

This session will provide participants with an overview of the CSBG IS forms, including the reporting of ARRA in the CSBG IS. Common reporting errors and tips for improvement will be shared.

Presenter: Tabitha Beck, MPP, Acting Director of Research, National Association for State Community Services Programs

10:30 a.m. – 10:45 a.m.**Break****10:45 a.m. – 12:15 p.m.****CSBG Data Collection and Reporting Continued**

Presenter: Tabitha Beck, MPP Acting Director of Research, National Association for State Community Services Programs

12:15 p.m. – 1:15 p.m.**Lunch**

Lunch will be available at 3 Fires Lounge.

1:15 p.m. – 3:15 p.m.**A Systems Approach to Monitoring**

Recognizing that program-by-program monitoring doesn't give a complete picture of an agency, session attendees will learn what systems monitoring is and the value of systems monitoring. This session will explain how to set up effective systems for monitoring that go beyond assessing individual programs.

Presenter: Sue Buckley, MS, Organizational Consultant, Brown Buckley Tucker

3:15 p.m. – 3:30 p.m.**Break****3:30 p.m. – 5:00 p.m.****Pulling It All Together - Designing a Process that Works**

Now that participants have an understanding of the requirements and key content areas participants will be ready to design a process that works for the State based on conditions in their State. In this session participants will hear about options and best practices for designing a monitoring process that includes pre-review and ongoing preparation efforts, on-site activities, preparing the final report, and follow-up and resolution examples.

Presenter: Sue Buckley, MS, Organizational Consultant, Brown Buckley Tucker



FRIDAY, NOVEMBER 19, 2010

8:00 a.m. – 8:30 a.m.

Breakfast

A hot breakfast will be available to participants. You can pick it up and bring it into the Capitol Room.

8:30 a.m. – 9:30 a.m.

Developing a Corrective Action Plan & Interim Measures to Address Agency Findings

This session will present participants with an overview of the CSBG requirements for addressing deficiencies in eligible entities. They will also learn best practices in following up with agencies when findings are not resolved within the allotted time frame. Ample time will be provided for a question and answer period.

Presenter: Jeannie Chaffin, CCAP, CSBG Senior Program and Policy Specialist, National Association for State Community Services Programs

9:30 a.m. – 10:30 a.m.

Review Your State's Current Monitoring Process and Tools

All participants were asked to bring a copy of their State monitoring tool. During this session, States will have a chance to compare their monitoring process and tools with the "NASCS SP CSBG Monitoring Standards" through the use of a checklist. Additionally, States will have the opportunity to compare their monitoring process and tools with information gleaned from each training session and the monitoring tools of their peers.

Presenter: Sue Buckley, MS, Organizational Consultant, Brown Buckley Tucker

10:30 a.m. – 10:45 a.m.

Break

10:45 a.m. – 11:30 p.m.

Review Your State's Current Monitoring Tool Continued

Presenter: Sue Buckley, MS, Organizational Consultant, Brown Buckley Tucker

11:30 p.m. – 12:00 p.m.

Closing and Evaluations

The hotel has extended check out to 12:30 p.m.