



NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

The State of CSBG Data Collection and Submission

Presenters

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Agenda

- **Where are we now?**
 - CSBG Annual Report receives OMB Clearance
 - Implementation of Module 1: State Administration
- **Where are we going?**
 - Implementation of Module 2-4
- **How will we get there?**
 - Assessment and Planning
 - T/TA, Tools & Resources
 - Communication

WHERE ARE WE NOW?

Where are we now?

- CSBG Annual report receives a ***3-year clearance*** from the Office of Management and Budget (OMB) on January 12, 2017.
- Starts the ***phase-in*** of the CSBG Annual Report and the ***phase-out*** of the CSBG IS Survey.

Finally, Clearance! Now, moving forward...

January 12, 2017

- CSBG Annual Report is cleared by OMB

February 2017

- Module 1 is tested in OLDC by State beta testers
- T/TA Webinars
- States prepare to complete Module 1

March 2017

- Module 1 is available in OLDC
- Module 1 Instruction Manual available on NASCSP website
- Convened the DATA Task Force

April 2017

- States complete first submission of Module 1 in OLDC
- States submit CSBG IS Access Database to NASCSP

CSBG DATA (Data, Analysis, and Technical Assistance) Task Force

Purpose

- **Convened by NASCSP to assist OCS and NASCSP in understanding and addressing the CSBG Network's**
 - Data needs;
 - Use of data for analysis; and
 - Continual improvement of results.
- **DATA Task Force is a consultative body focused on:**
 - The transition from the CSBG IS Survey to the CSBG Annual Report; and
 - Ongoing assistance in the implementation of the CSBG Annual Report.

Module 1 FAQ

- **Question:** After I submit Module 1, what is the review process?

Module 1 FAQ

- **Answer:** OCS Program Specialists will review Module 1 and provide feedback within 60 days.

Module 1 FAQ

- **Question:** After I submit the IS Survey, what is the review process?

Module 1 FAQ

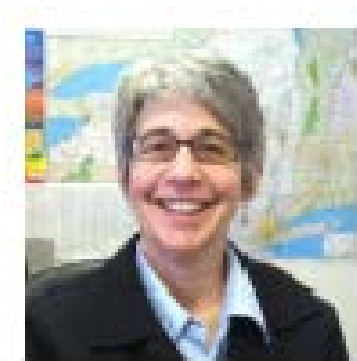
- **Answer:** Your NASCSP regional data contact will review the submission and, if needed, will provide a cleaning memo within 60 days.

NASCSP Data Contacts

Region 1

Jackie Orr

jorr@nascsp.org



Region 2

Lauren Cook

lcook@nascsp.org

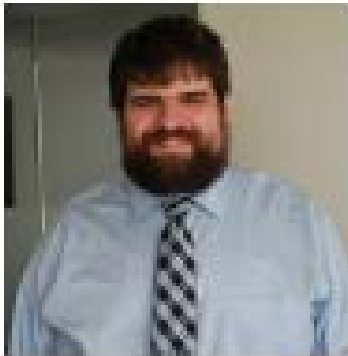


NASCSP Data Contacts

Region 3

Kyle Gasser

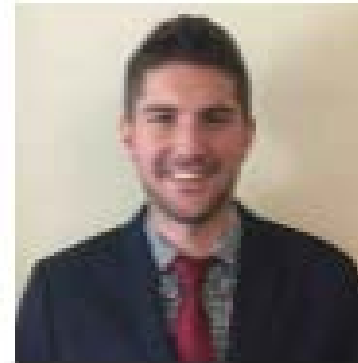
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Region 4

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NASCSP Data Contacts

Region 5

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Region 1 (Green):

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Region 2 (Yellow):

Lauren Cook - (202)

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Region 3 (Orange):

Kyle Gasser - (202)

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Region 4 (Blue): Eric

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Region 5 (Pink): Katy

Kujawski - (208) 340-

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Thank You

- **Diane Fay, WA**
- **Rita Gonzalez-Garza, TX**
- **Ditzah Wooden-Wade, MA**
- **Freeman Denton, NC**
- **Karen Quackenbush, UT**

...and many others!

Other Questions?

- **Some States have already submitted Module 1 in OLDC. Can you share any lessons learned?**
- **Are there States that haven't started?**

WHERE ARE WE GOING?

CSBG Annual Report Implementation: Two Phases


Phase 1

- FY16 & FY17
- Module 1 is completed in OLDC
- Local Agency data is completed in the CSBG IS Survey

Phase 2

- FY 18
- Module 1-4 are completed in OLDC
- No data is reported in the CSBG IS Survey

Reporting Timelines: July 1 – June 1

Federal Fiscal Year (FFY)	State Reporting Period July 1 – June 1	Data Submission for States:	Data Submission for local CSBG Eligible Entities:
<p>FFY 2016: October 1, 2015- September 30, 2016</p>	<p>State Reporting Period: July 1, 2015-June 30, 2016</p> 	<p>Due March 31, 2017: CSBG IS Survey is submitted to NASCSP. Module 1 is completed based on the 2016 Federal Fiscal Year and submitted through the On-Line Data Collection system (OLDC).</p>	<p>CSBG IS Survey</p>
<p>FFY 2017: October 1, 2016- September 30, 2017</p>	<p>State Reporting Period: July 1, 2016-June 30, 2017</p> <p>(In Progress)</p>	<p>Due March 31, 2018: CSBG IS Survey is submitted to NASCSP. Module 1 is completed based on the 2017 Federal Fiscal Year and submitted through OLDC.</p>	<p>CSBG IS Survey</p>
<p>FFY 2018: October 1, 2017- September 30, 2018</p>	<p>State Reporting Period: July 1, 2017-June 30, 2018</p>	<p>Due March 31, 2019: CSBG Annual Report (Modules 1-4) is submitted through OLDC.</p>	<p>CSBG Annual Report (replaces CSBG IS Survey)</p>

Reporting Timelines: October 1 – September 30

Federal Fiscal Year (FFY)	State Reporting Period October 1 – September 30	Data Submission for States:	Data Submission for local CSBG Eligible Entities:
<p>FFY 2016: October 1, 2015- September 30, 2016</p>	<p>✓ State Reporting Period: October 1, 2015- September 30, 2016</p>	<p>Due March 31, 2017: CSBG IS Survey is submitted to NASCSP. Module 1 is completed based on the 2016 Federal Fiscal Year and submitted through the On-Line Data Collection system (OLDC).</p>	<p>CSBG IS Survey</p>
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Reporting Timelines: January 1 – December 31

Federal Fiscal Year (FFY)	State Reporting Period January 1 – December 31	Data Submission for States:	Data Submission for local CSBG Eligible Entities:
<p>FFY 2016: October 1, 2015- September 30, 2016</p>	<p>✓ State Reporting Period: January 1, 2016- December 31, 2016</p>	<p>Due March 31, 2017: CSBG IS Survey is submitted to NASCSP. Module 1 is completed based on the 2016 Federal Fiscal Year and submitted through the On-Line Data Collection system (OLDC).</p>	<p>CSBG IS Survey</p>
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Data Submission for **FY18**

- **CSBG Annual Report in OLDC:**
 - Module 1: State Administration
 - Module 2: CSBG Eligible Entity Expenditures, Capacity, and Resources
 - Module 3: Community Level
 - Module 4: Individual and Family Level

HOW DO WE GET THERE?

How do we get there?

Assessment and Planning

Communication & Coordination

Training and Technical Assistance

Assessment and Planning

NASCSP: Data procurement templates, survey states for technical assessment and implementation timeline, automation of Modules 2-4 in OLDC.

Local Agencies: Review of current data systems, timelines, T/TA needs, crosswalk what was reported in the CSBG IS that can be reported in the CSBG Annual Report, identify staff or committee to lead implementation.

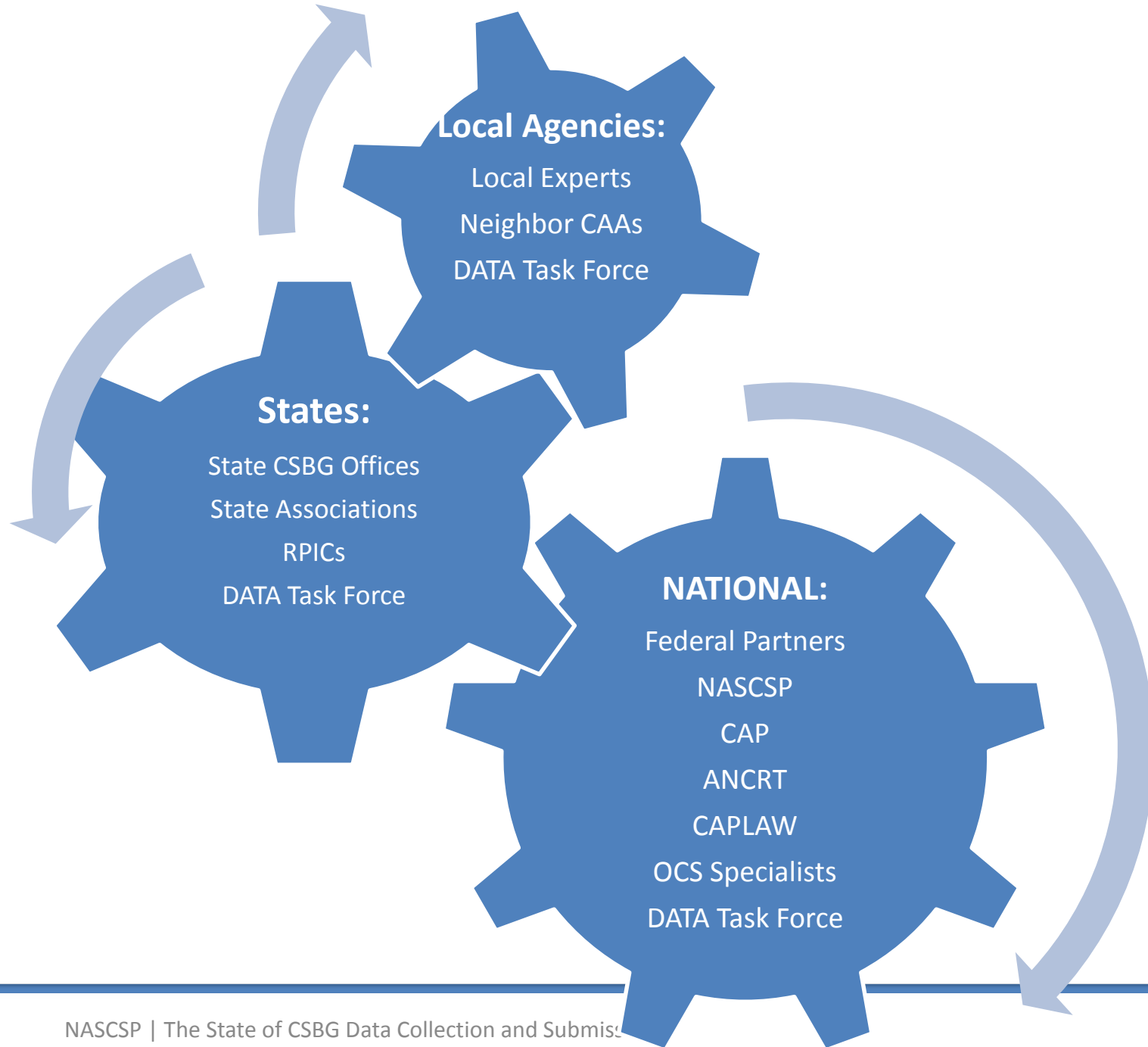
States: Review of current data systems, timelines, and T/TA.

Preparing to Report on Modules 2-4

Research Modules 2-4.
Talk with local agencies,
identify new indicators
that agencies plan to
utilize

Begin Data Collection.
Identify support needed
at the local agencies. How
can NASCSP or other
national partners assist?

Plan TTA for assisting local
agencies in creating new
intake forms, data
collection systems, assist
in vendor communication
and training



How can we pay for this?

- Discretionary Funds
 - Up to 5% of a state's CSBG allocation may be used on discretionary projects.
 - The list of activities is very broad.
 - May include updating data collection systems or purchasing new systems.
 - Training and technical assistance.
 - Not all states have discretionary funding.

How can we pay for this?

- RPIC Funding
 - Regional funds granted to one lead state association in each region. The lead grants to other associations in the region.
 - The association is required to spend 25% of this grant on Performance Management Framework activities, this includes ROMA Next Generation.
 - Funds can support training and technical assistance on all phases of ROMA including training on data collection and reporting.

How can we pay for this?

- A combination of partnerships
 - Local agencies can form a partnership to invest in new technology and share the cost burden.
 - The same partnership can also include associations and state offices.
 - Leverage current collection systems
 - Do states already have databases that can be expanded to include CSBG?
 - Or, perhaps local agencies already use a system for one program that can be expanded to CSBG.

Training and Technical Assistance

- NASCSP Cooperative Agreement:
 - CSBG Nationwide Performance Management System Development and Data Collection, Analysis and Reporting Project
 - designed and implemented to enhance the Network's effectiveness by updating the CSBG National Theory of Change, its National Performance Indicators, and creating new data analysis tools to measure impact for the ROMA Cycle.

Module 1 Instruction Manual and FAQs

CSBG Annual Report Module 1: State Administration Frequently Asked Questions

Module 1 of the [CSBG Annual Report](#) replaces Sections A-C and parts of Section D from the CSBG Information Systems Survey (CSBG IS). It is the State Administration module of the new CSBG Annual Report and is completed by State CSBG Administrators. Module 1 is based on the Federal Fiscal Year (FFY) and includes information on State administration of CSBG funding, including information on distribution of funds to Eligible Entities, use of State administrative funds and discretionary funds for training and technical assistance (T/TA), as well as information on Eligible Entity progress in meeting the Organizational Standards, and the State's progress in meeting accountability measures related to State monitoring, T/TA and other critical areas.

How do I report Module 1 information for FY16?

A representative of the state office reports Module 1 of the CSBG Annual Report through the Office of Community Services (OCS) Online Data Collection System (OLDC). OLDC is the central, web-based reporting tool that OCS uses for other programs, the CSBG State Plan, and will use for CSBG data collection. OLDC can be accessed at <https://home.grantsolutions.gov/home>.

What is the timeline for completion of Module 1?

OCS released [Action Transmittal 2017-01](#) on the Submission of Module 1 of the CSBG Annual Report for Federal Fiscal Year (FFY) 2016. This Action Transmittal notifies states that the deadline for submission of Module 1 in OLDC received a one-time extension from March 31, 2017 to April 7, 2017. The due date for submission of the CSBG IS to NASCSP is also extended to April 7, 2017.

Do I need to report anything in the CSBG IS Access Database?

For FFY16 and FFY17, states complete only Module 1 in OLDC. For FFY16 and FFY17, States and CSBG Eligible Entities will still complete and submit the following portions of the CSBG IS Survey in the Access Database to NASCSP:

- Section B, Eligible Entity List
- Section D
- T/TA Survey
- Sections E-G
- NPIS

CSBG Eligible Entities will start data collection for Modules 2 – 4 of the CSBG Annual Report in FY18. States will first enter Modules 2-4 in OLDC for the March 31, 2019 submission date. Read more about the implementation of the CSBG Annual Report in [CSBG IM152](#). You can also download the [slides](#) and [recording](#) from NASCSP's webinar on the CSBG Data Submission Process for Fiscal Year 2016.

What happens after I submit Module 1 in OLDC?

After the report is submitted, OCS will conduct an initial review of the State's submission of Module 1 and will follow up as necessary to ensure it is completed satisfactorily. OCS may also share this information with NASCSP for additional analysis and technical assistance as appropriate. OCS plans to provide any initial report through OLDC with specific feedback on items needing clarification or correction. OCS plans to provide any initial feedback within 60-days of receipt of annual reports. After any necessary clarifications or corrections have been received, OCS will conduct additional analysis working with NASCSP and with State CSBG offices directly to assess progress in addressing [Key Measures](#).

Additional resources online at [NASCSF.ORG](#)



National Association for State
Community Services Programs

CSBG Annual Report Instruction Manual

Module 1: State Administration

For State and local CSBG Eligible Entity Use in Completing
the CSBG Annual Report

Report Instruction Manual: Module 1

Training and Technical Assistance

- Additional Tools:
 - Support for states that begin collecting data on July 1, 2017
 - New numbering system for the CSBG Annual Report
 - Release of excel forms
 - CSBG Annual Report Crosswalk with LIHEAP, Head Start, WIOA, and Weatherization
 - Webinar Series
 - 2-day CSBG Annual Report Training
 - Data Dictionary

Visit NASCSP.ORG

Links

Contact Us

Search:



[FINAL CSBG Annual Report](#) - This pdf is the OMB cleared CSBG Annual Report and is unchanged from the version included in the second Federal Register Notice (FRN#2), 30-day comment period in November 2016.

[CSBG Annual Report - Module 1: State Administration Instruction Manual](#) - This document contains detailed instructions to guide your completion of Module 1.

[Module 1 FAQs and Highlights](#) - This 2-page flyer provides quick, important information about completing Module 1.

New [Module 1 OLDC Demos](#): Take a look at these quick videos demonstrating how to complete each section of Module 1 in OLDC.

[Section A](#)

[Section B](#)

[Section C](#)

[Section D](#)

[Section E](#)

[Section F](#)

[Section G](#)

[Section H](#)

[Section I](#)

[CSBG Annual Report/CSBG IS Survey Crosswalk](#) - Use this quick reference tool to identify how the CSBG Annual Report and CSBG IS Survey overlap!

Modules 2 – 4 FAQ

Module 2 - 4 FAQ

- **Question:** Who is entering data into OLDC for Modules 2 – 4? States or CAAs?

Module 2 - 4 FAQ

- **Answer:** At this point in the planning phase, States will be entering data (collected from local entities) for Modules 2 – 4 in OLDC in March 2019.

Module 2 - 4 FAQ

- **Question:** How do we know what data the entities will need to collect for Modules 2 – 4?

Module 4, Section A: Individual and Family National Performance Indicators (NPIs) - Data Entry Form

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Employment Indicators

Name of CSBG Eligible Entity Reporting:

Employment	I.) Number of Participants Served in program(s) (N)	II.) Target (N)	III.) Actual Results (N)	IV.) Percentage Achieving Outcome (N/I * 100) (% auto calculated)	V.) Performance Target Accuracy ((III) - I) (% auto calculated)
1. The number of unemployed youth who obtained employment to gain skills or income.					
2. The number of unemployed adults who obtained employment (up to a living wage).					
3. The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).					
4. The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage).					
5. The number of unemployed adults who obtained employment (with a living wage or higher).					
6. The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher).					
7. The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher).					
Employment	I.) Number of Participants Served in program(s) (N)	II.) Target (N)	III.) Actual Results (N)	IV.) Percentage Achieving Outcome (N/I * 100) (% auto calculated)	V.) Performance Target Accuracy ((III) - I) (% auto calculated)
8. The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.					
a. Of the above, the number of employed participants who increased income from employment through wage or salary amount increase.					
b. Of the above, the number of employed participants who increased income from employment through hours worked increase.					
c. Of the above, the number of employed participants who increased benefits related to employment.					
Other Employment Outcome Indicator	I.) Number of Participants Served in program(s) (N)	II.) Target (N)	III.) Actual Results (N)	IV.) Percentage Achieving Outcome (N/I * 100) (% auto calculated)	V.) Performance Target Accuracy ((III) - I) (% auto calculated)
9. The number of individuals or households					

Expands on NPI 1.1.A, B, and D

Expands on NPI 1.1.C

Annotated CSBG Annual Report

Comments:

Module 2 - 4 FAQ

- **Question:** What is different in Modules 2 – 4 than the IS Survey?

Module 2 - 4 FAQ

- **Answer:** Module 3 has some new elements and it may take time to phase in. Additional guidance will be available.

Module 2 - 4 FAQ

- **Question:** Can we have one central FAQ? Can it be updated frequently?

Module 2 - 4 FAQ

- **Answer:** Yes. NASCSP has a FAQ on Module 1 and will be compiling questions for creating a FAQ on Modules 2 – 4.

Module 2 - 4 FAQ

- **Question:** What should I be doing with my database vendors?

Module 2 - 4 FAQ

- **Answer:** We are planning a webinar that will be focused on vendors. We will let you know the date and you can invite your vendors.

Module 2 - 4 FAQ

- **Question:** How will the status pages in Module 3 roll up to the national level? Will they enter a status page for each initiative?

Module 2 - 4 FAQ

- **Answer:** Yes. The intent of Module 3 is to collect as much information as possible about the community level work the network is engaged in. This information will likely be available in the CAP Plan.

Module 2 - 4 FAQ

- **Question:** Will there be a new numbering system for Modules 2 - 4?

Module 2 - 4 FAQ

Module 3

Section A: Community Initiative Status Form

M.3.A.1 Initiative Status Form

M.3.A.1a. Initiative Name

M.3.A.1b. Initiative Year

M.3.A.1c. Problem Identification

M.3.A.1d. Goal/Agenda

M.3.A.1e. Issue/CSBG Community Domains

M.3.A.1f. Ultimate Expected Outcome

M.3.A.1g. Identified Community

M.3.A.1h. Expected Duration

M.3.A.1i. Partnership Type

M.3.A.1j. Partners

M.3.A.1k. Strategy(ies)

M.3.A.1l. Progress on Outcomes/Indicators

M.3.A.1m. Impact of Outcomes

M.3.A.1n. Outcomes/Indicators to Report

M.3.A.1o. Final Status

M.3.A.1p. Lessons Learned

Questions?

- What have you already done to get ready for implementation of modules 2-4?
- What have your local agencies started to consider?
- How have you considered changing current planning or reporting processes?
- What do you need from NASCSP and other national partners?