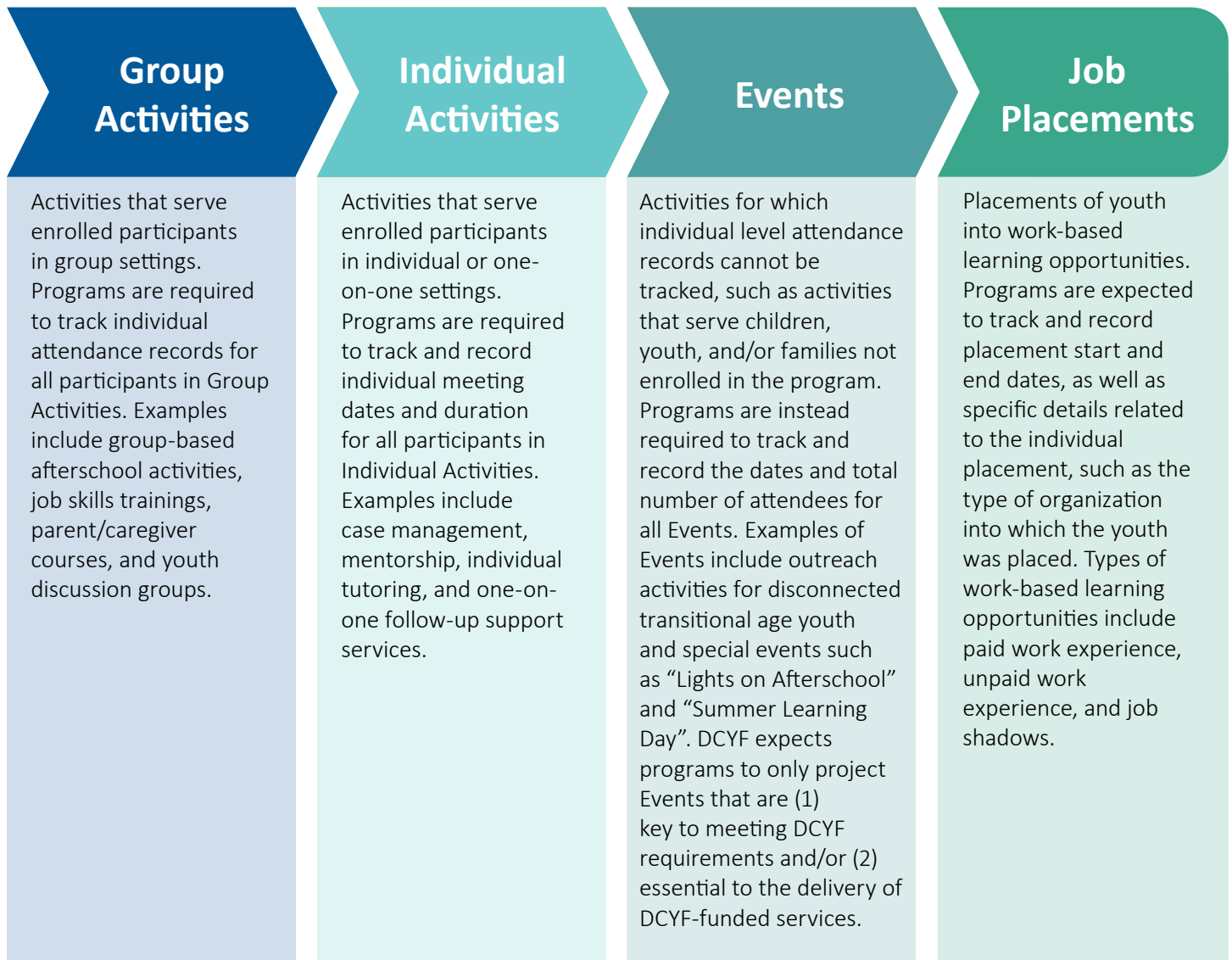# CMS DATA ENTRY INSTRUCTIONS
## Activity Types and Activity Categories

The Projected Activities form of the workplan asks you to project the types of activities that your program will provide throughout the year. The form is designed to capture the main activities that your program plans to deliver and that are supported by DCYF funds, not unplanned events or services. The activities that are described on the workplan form the basis of your program's data entry into CMS. You will not be able to enter any data for activities that are not described on the workplan. Therefore, your Program Specialist will review your Projected Activities form closely to ensure that activities have been described using the appropriate level of detail.

Specific details associated with program activities, such as timeframe, location, and lead staff will be entered into a separate section of the CMS, after your workplan has been approved.

# ACTIVITY TYPES

Four Activity Types are available for describing your program's activities: (1) Group Activities, (2) Individual Activities, (3) Events, and (4) Job Placements.

| Group Activities | Individual Activities | Events | Job Placements |
| --- | --- | --- | --- |
| Activities that serve enrolled participants in group settings. Programs are required to track individual attendance records for all participants in Group Activities. Examples include group-based afterschool activities, job skills trainings, parent/caregiver courses, and youth discussion groups. | Activities that serve enrolled participants in individual or one-on-one settings. Programs are required to track and record individual meeting dates and duration for all participants in Individual Activities. Examples include case management, mentorship, individual tutoring, and one-on-one follow-up support services. | Activities for which individual level attendance records cannot be tracked, such as activities that serve children, youth, and/or families not enrolled in the program. Programs are instead required to track and record the dates and total number of attendees for all Events. Examples of Events include outreach activities for disconnected transitional age youth and special events such as "Lights on Afterschool" and "Summer Learning Day". DCYF expects programs to only project Events that are (1) key to meeting DCYF requirements and/or (2) essential to the delivery of DCYF-funded services. | Placements of youth into work-based learning opportunities. Programs are expected to track and record placement start and end dates, as well as specific details related to the individual placement, such as the type of organization into which the youth was placed. Types of work-based learning opportunities include paid work experience, unpaid work experience, and job shadows. |

# ACTIVITY CATEGORIES

The Projected Activities form provides additional categorizations for Group and Individual Activities, which are intended to help DCYF better understand the activities and services that programs offer. Given that an activity can only be associated with a single Activity Category, you may need to project multiple activities on the workplan. For example, a year-round program that provides group activities to school age youth afterschool and in the summer should project at least two group activities on the Projected Activities form given the "Grades K-12 Afterschool/ Extended Day" and "Grades K-12 Summer" Activity Categories.

Below are descriptions of the Activity Categories under Group and Individual Activities.

| Activity Type | Activity Category | Description |
|---|---|---|
| **Group** | Grades K-12 Afterschool/ Extended Day | Group activities that aim to serve school age youth outside of school time and during the school year. Activities may occur after school, before school, during the weekends, or on short holiday breaks from school. |
| | Grades K-12 School Day | Group activities that aim to serve school age youth during school hours and during the school year. Activities may occur in class or during lunch or recess. |
| | Grades K-12 Summer | Group activities that aim to serve school age youth during summer break. |
| | Transitional Age Youth | Group activities that aim to serve transitional age youth. |
| | Family Partnership | Group activities that aim to serve the family members of program participants. |
| | Other | Other group activities that are not best described by one of the above categories. |
| **Individual** | Case Management | Activities related to planning and coordinating services for an individual program participant. Services specific to an individual participant's case may include: intake; assessment; development and monitoring of a written plan with identified goals; making referrals for services; scheduling appointments; advocating with a particular service or resource agency to obtain services for a client; and helping clients complete paperwork. |
| | Mentorship | One-on-one activities between a program participant and a volunteer or staff member assigned as a formal mentor to the participant. |
| | Follow-Up Support | Individual follow-up activities with program participants following the completion of program activities. Examples include follow-up support to participants after the completion of a work-based learning placement and individualized supports to participants following the completion of group activities. |
| | Family Partnership | Activities or services that aim to serve the family members of program participants in a one-on-one setting. Examples include planned one-on-one meetings with the parents/ caregivers of program participants. |
| | Other | Other individual activities that are not best described by one of the above categories. |