



CMS DATA ENTRY INSTRUCTIONS

How to complete a workplan in CMS

Updating and completing your Workplan is the first step to ensuring timely processing of monthly invoices, accurate data entry, and ultimately, effective contract monitoring by DCYF. Grantees are expected to complete and submit Workplans on an annual basis just before the new fiscal year begins. Workplans are usually ready for you to complete by May or June.

WHAT YOU'LL NEED



START HERE

Log into CMS using your Executive Director account. www.contracts.dcyf.org

Select the program you want to complete a Workplan for by clicking on the program name.

TIP

You can **access** each page of the Workplan from one of two places in CMS: the left-hand menu or the Overview page.

Complete and submit the Services & Projections form.

Refer to the DCYF RFP and update pre-populated fields as necessary.

Complete and submit the Contact & Program Info form.

Refer to the DCYF RFP and update pre-populated fields as necessary.

TIP

The **Overview** page shows Workplan completion progress, prior workplan versions including workplans from past fiscal years, and messages regarding Workplan approval status.

Complete and submit the Projected Activities form.

Refer to the DCYF RFP and update pre-populated fields as necessary.

Complete and submit the Budget form.

Refer to the "Doing Business with DCYF" guide and update pre-populated fields as necessary.

You can **save** your work and continue at a later time by clicking the Save button located at the top, bottom and side of every Workplan page. CMS will log you out automatically after 20 minutes of inactivity, so save frequently!

Submit your Workplan for approval by completing and submitting the Sign & Submit form,

Complete and submit the Agency Profile form by clicking on the Agency tab in the left-hand menu. Skip if Agency Profile has already been submitted.

Wait for your DCYF Program Specialist to approve before beginning participant data entry and invoicing.

Your workplan has been approved! You may now use CMS to enter data and invoices.

If your Workplan is **not approved**, make any necessary changes and resubmit the Workplan for approval.

TIP

The **status** of the Workplan approval process can be found in two places: the Overview page and email notifications that you will receive once your Program Specialist approves or disapproves your Workplan.



1. Access the Workplan forms.

First log into CMS here: www.contracts.dcyf.org. After you log in, you will be taken to the Agency Programs page which is a list of your DCYF-funded programs. Depending on your user account type, you may not see a complete list of all your agency's DCYF-funded programs.

1. Log into CMS here: www.contracts.dcyf.org.
2. Select the program you want to complete a Workplan for by clicking on the program name.



2. Complete and submit the Contact and Program Info form.

After you click on the program name, you will be redirected to the Workplan Overview page. This page lists all the forms of the Workplan. Note that you can access all forms of the Workplan through the Workplan Overview page or the left-hand menu.

1. Click on the Contact and Program Info form.
2. Notice that the website and program description fields are both carried over from your funded proposal. Update these fields if necessary.
3. Enter a primary program contact (person who is responsible for program management) and contacts for DCYF trainings and communications.
4. Indicate whether your program has an active Memorandum of Understanding (MOU) with SFUSD and enter the expiration date for this MOU.
5. Upload a program photo that fits the requirements listed.
6. Submit when you're sure the information is accurate and complete.
7. Update the form when necessary. This form can be updated after it has been submitted and the workplan has been approved. To do so, simply click on the Unlock button at the top, enter your changes and submit. DCYF heavily relies on up-to-date program contact information, so please update it as soon as there is a change in your contact information.



3. Complete and submit the Services & Projections form.

On this page, provide information on when and where your program will take place, how many hours of program participation a participant needs to complete your program, and how many youth will participate in programming by age. Please refer the DCYF 2018-2023 RFP when completing this page to ensure that your program's services and projections align with requirements of the strategy your program falls under.

1. Click on the Services & Projections form.
2. Enter the start date and end date of your program's operation.
3. Notice that the next three fields on when your program will provide services are prepopulated by your funded proposal. Update these fields if necessary.
4. Enter the total number of hours in a year that signify full participation for one participant in your program and any additional descriptions about program completion.
5. Notice that the fields under "Program Projections" are all prepopulated by your funded proposal. Update these fields if necessary.
6. Notice that the fields under "Service Sites" are pre-populated with your funded proposal. Update these fields if necessary. Please note that Collaborative programs are expected to enter their partner agencies' site information here.
7. Submit when you're sure the information is accurate and complete.



4. Complete and submit the Projected Activities form.

This form is where you will provide information on the types of activities you will implement with your DCYF grant.

1. Click on the Projected Activities form.
2. Select all the activity types that will be a part of your program in the Setup section. Please note that all Youth Workforce Development (YWD) programs (with the exception of Career Awareness programs) are required to select "Job Placements". Also note that "Individual Activities" includes case management, so please select this activity type if your program is planning on delivering case management services.
3. After you select the activity types that will be a part of your program, complete the corresponding sections by entering the name of the activity, selecting the appropriate activity category and entering a brief activity description. For more information on activity types and activity categories, please refer to the Activity Types and Activity Categories handout.
4. Submit when you're sure the information is accurate and complete.



5. Complete and submit the Budget form.

This form is where you will provide information on your program's staffing budget, total program budget and the months you will invoice for.

1. Click on the Budget form.
2. Select all the budget items that will be part of your budget in the Setup box. Notice that the Budget Summary section below it expands based on the selections you make in this section.
3. Enter the fiscal year total program budget under Grant Information. Notice that your DCYF grant amount is prepopulated by DCYF. This field is not editable.
4. Enter the fiscal year global agency budget under the Grant Information. This amount should match your agency's entire budget for the fiscal year.
5. Select the months of the year in which you will invoice. If you are unsure of whether you'll submit an invoice for a particular month, select it to ensure that CMS will generate an invoice form for that month. If you end up not needing to invoice for that month, then you will simply submit an invoice for zero dollars. This ensures alignment between your Workplan and invoicing. Please see "Doing Business with DCYF" for information on DCYF's invoicing policies.
6. Enter information for the budget items you selected in the Setup section. To add additional sections for budget items, simply click on the Add+ button. Some fields in the staffing and subcontractor sections are prepopulated by your funded proposal. Update these fields if necessary. The Yearly Hours field in both the Adult Staff and Youth Staff sections is automatically calculated based on the amounts entered under Hourly Wage and Total Pay. This calculation is updated upon saving.
7. The Subcontractors budget item is in a separate form. To enter budget information for subcontractors, first make sure you have selected this item in the Setup box. Then click on the Edit Budget link in the Subcontractors section. When you are finished, submit the Subcontractors budget by clicking the "Submit" button. After you submit this form, the information you entered will then populate the Subcontractors section on the main Budget form.
8. Submit when you're sure the information is accurate and complete.



6. Ensure that your Agency Profile is completed and submitted.

This needs to be completed before you can submit your Workplan for approval. Note that it is not necessary to wait to complete this step after the Budget step. You can access and complete this form at any point during the Workplan process.

1. Access the Agency Profile form by clicking on the Agency tab in the left-hand menu.
2. Notice that the fields under "Agency Details" are carried over from your funded proposal. Update these fields as necessary.
3. Notice that most of the "Financial" and "FTEs" fields are prepopulated by your funded proposal. Update if necessary.
4. Enter the sum of all award amounts for current fiscal year under "Funding Details." This amount should match the information in the Budget page of the Workplan.
5. Enter Other City Funds information. This includes all other city contracts and SFUSD contracts that your agency receives, including DCYF funds for other programs at your agency.
6. Upload roster of Board of Directors. PDF is the recommended format.
7. Submit when you're sure the information is accurate and complete.



7. Complete and submit the Sign and Submit Form.

Use this form to submit your entire Workplan for approval by DCYF.

1. Access the Sign and Submit form by clicking on "Overview" beneath the Workplan tab in the left-hand menu, then clicking on the Sign and Submit form (no. 5).
2. Notice that you can review the full Workplan and the coversheet by downloading a PDF copy of the Workplan.
3. Enter your contact information for the person who will be the contact for the Workplan. In most cases, this will be the Executive Director.
4. Check the verification statement.
5. Enter the signatory password. For more information on signatory passwords, please see the handout on CMS user accounts.
6. Click the Submit button.

8. Wait for your Program Specialist to approve the Workplan and update if necessary.

After you submit your Workplan, your DCYF Program Specialist and the DCYF Contracts and Compliance Team will review and either approve or disapprove your Workplan. Approvals and disapprovals both generate an email notification for the email associated with the signatory password used to sign the Workplan. If your Workplan is approved, then you are ready to start entering participant and activity data and submitting invoices. If your Workplan is not approved:

1. Log into CMS and navigate to the Overview form.
2. Notice that the Workplan forms have been unlocked and the submission status of your Workplan is now “Unsubmitted.”
3. Read the reasons for disapproval at the very top of the Overview page.
4. Navigate to the relevant Workplan form(s).
5. Make the appropriate changes and submit when you’re sure the information is accurate and complete.
6. Complete and sign the Sign & Submit form.
7. Await DCYF approval.

9. Update Workplan when necessary.

You may find it necessary to update the Workplan after it has already been approved by your Program Specialist (PLEASE NOTE: the Program Contacts form can be updated without re-submitting the Workplan through this process). To make these changes:

1. Ask your Program Specialist to create a “new version” of your Workplan in CMS. Once they do this, your Workplan will be unlocked in CMS and thus ready for updating.
2. Log into CMS.
3. Navigate to the Workplan form(s) you would like to make changes to.
4. Enter the changes.
5. Submit all Workplan forms when you’re sure the information is accurate and complete.
6. Complete and submit the Sign & Submit form.
7. Await DCYF approval. PLEASE NOTE: You will not be able to submit invoices or enter attendance data while your updated Workplan is awaiting approval.