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Questions and Answers from Youth Workforce Development Grantee Orientation

Workshop Date: March 13-14, 2018

Q&A Post Date: April 24, 2018

Category	Question	Answer
Contracts & Compliance	If your program starts in June, does the contract still start on July 1st or does it start in June?	With the exception of a small number of OST grants, all contracts will begin on July 1.
Data & Evaluation	Will CBO's also have access to the SFUSD data enrolled participants (attendance, grants, etc.)?	Per our data user agreement with SFUSD, grantees have access to SFUSD student data for the purpose of enrolling youth into programs and reporting activity data to DCYF. Information reported by grantees into CMS can also be shared with SFUSD under this agreement.
Data & Evaluation	In CMS, "program completion" includes total number of program hours, not including placements. What if our agency includes program hours during the placement? Do we include them here also? We also work with charter schools. Do we need MOU's with those schools? Will uploads via Cityspan still be available? For our summer placements (June-August), we have already started training youth. Do we include those youth in the FY18-19? Do we include them in both the old & new CMS?	Placement hours should not be included in the Program Completion hours. Only hours spent in programming (e.g. job skills training) that are reported to DCYF as group or individual activities should be included in completion hours. Separate MOUs are not required by DCYF for work with charter schools. Participants for the upcoming summer should be reported under FY 2018-19 contracts in the new CMS. We plan to release activity tracking in the new CMS in May 2018.

Department of Children, Youth and Their Families

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Data & Evaluation	For CMS services & projections, if we use part of year one for planning (HS partnership) how should we approach services & projections?	The Services & Projections form asks about program implementation details (i.e. when you will be serving youth, how many youth you will be serving) and not program planning, so program operation dates should correspond to the dates you will be implementing programming and serving youth; number of youth served and service sites should also be based on program implementation (where you will be serving youth). If you're still unsure of how to fill this out, feel free to consult with your Program Specialist before submitting your workplan and let them know you're planning on using part of year 1 for planning. Also note that your Specialist will be reviewing this form pretty carefully, so if there are any questions they will follow up with you during the approval process.
Service Area Expectations	What does the transition plan need to include? Are there templates/required data that needs to be collected? How and when will this be given to DCYF?	DCYF does not have a specific template for programs to use for a transition plan. The plan should include the education and employment goals that the youth has after completing the program and some recommended next steps. Agencies should provide follow-up support to youth for a minimum of three months after they complete the program.

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