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## Questions and Answers from Enrichment, Leadership and Skill Building Grantee Orientation

Workshop Date: March 7, 2018

Q&A Post Date: April 24, 2018

Category	Question	Answer
<b>Contracts &amp; Compliance</b>	Our program starts in June. Would our contract therefore start before July 1st? We have a grant in ELS Identity formation & creative expression.	All ELS contracts will begin on July 1. Program expenses incurred prior to then will not be eligible for our grant.
<b>Contracts &amp; Compliance</b>	We received a notice from nutritional services that they need forms filled by March 23 with school sites for summer. We can't get MOU's and workplans approved by that date. How do we reconcile this?	Agencies are encouraged to submit applications for DCYF and SFUSD's meal programs. DCYF's application is due March 9 and SFUSD's application is due March 23. We work with SFUSD to ensure that we have enough coverage. We will take grantees that are interested in serving meals into consideration past the deadline, but they need to notify us of their interest as soon as possible: DCYF must finalize meal locations and submit them to the state by end of April, and if we do not have our final site list ready we may not be able to start the program on time.
<b>Contracts &amp; Compliance</b>	Our insurance generally renews on July 1. Should we move this up to submit our workplan?	You do not need to change your insurance renewal timing to align with any DCYF process. We do recommend sending in your renewed insurance certificate as soon as you have it, otherwise come July 1 you will show as lapsed, which may slow the grant approval process.

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<b>Contracts &amp; Compliance</b>	For sports summer camps programs will we be able to invoice for June in the current calendar year? or will we invoice for June 18, Aug 18 and June 19?	All ELS contracts will begin on July 1. Program expenses incurred prior to then will not be eligible for our grant. When budgeting for summer programming, keep in mind that the City's fiscal year runs July-June, so you will need to budget summer in a given year as July, August, and the following June.
<b>Contracts &amp; Compliance</b>	Can budget and names of employees and contractors be revised through the year? Can the July invoice cover summer services in June?	Yes, you can update any element of your workplan during the course of the year. Discuss any intended changes with your Program Specialist, who can help you with this process. All ELS contracts will begin on July 1. Program expenses incurred prior to then will not be eligible for our grant.
<b>Data &amp; Evaluation</b>	Can children attending one program provided through our agency simultaneously be attending another program offered by our agency?	Yes. In fact, it is quite common for children to be enrolled in multiple programs and activities at the same agency. However, if it looks like the same participant has attendance in multiple programs on the same dates and times, then DCYF will conduct some follow up.
<b>Data &amp; Evaluation</b>	We are a subcontractor who provides programs OST & in-school providers. If the OST program has sent home/collected consent form from participants, is that sufficient for them to provide that info to us or do we need to get consent as well?What do you do about students with the same name in the SFUSD master directory?	If the consent form collected by the OST provider contains the terms of the DCYF consent form and covers the OST program and its subcontractors, yes. If the consent form only covers the OST program, no. You may wish to collect your own consent forms or to consult with the OST program to ensure that your agency is covered by the terms of the consent form that the program is using. In either case, your agency is responsible for maintaining copies of consent forms, as DCYF will periodically verify that consents have been collected that cover your agency. If two students have the same name in the SFUSD student directory database, date of birth, school attending, grade level, and address can be used to identify the student of interest.

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<b>Data &amp; Evaluation</b>	Is HIPA consent form sufficient? MOU with SFUSD required even if services provided off-site?	Review the terms of the HIPAA consent form that you are referencing to make sure that the form covers the terms that are included in DCYF's consent form. The MOU with SFUSD allows DCYF grantees to enroll youth by searching an SFUSD's directory database of students, which has been imported into DCYF's CMS. An MOU with SFUSD is required even if services are offered off-site.
<b>Data &amp; Evaluation</b>	Program does not have one site, multiple locations. Can we enter private school participants in CMS anymore?	1) To enter the multiple locations, simply add those locations in the Services & Projections form by clicking on the "Add" button under the Service Sites section. 2) Yes, private school participants can be added to CMS. After your workplan has been approved and you have secured an active MOU with SFUSD, you will enroll your participants in activities. During this process, you will be able to enter private school participants in CMS by creating a new participant record in CMS.
<b>Data &amp; Evaluation</b>	I have concerns about up to date student/family data. Often times info that central office has on record is not updated and different from what a school site has. Which department (SFUSD) will we obtain student/family from?	We will obtain student information from an SFUSD student directory database. Information contained in the CMS will be updated nightly with the current SFUSD student information.
<b>Data &amp; Evaluation</b>	MNC: Mission Girls & Precita - Does each site need it's own MOU or does one suffice for the whole agency?	To maximize efficiency, we're asking that each agency apply for one MOU that covers all its DCYF-funded programs.

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<p><b>Data &amp; Evaluation</b></p>	<p>What exactly will be shared with SFUSD? What is not shared?  Will SFUSD share any student data with us?  What if I have participants who have moved to east bay and no longer in SFUSD? Do I still enter them in CMS?</p>	<p>The information that is shared with SFUSD is described in the consent form: personal information, such as name, date of birth, and address; demographic information, such as race/ethnicity and gender identity; education information, such as school name and grade level; participation in activities and services, such as attendance dates and hours attended; and anonymous and voluntary youth experience surveys. SFUSD may use the information to understand student participation in DCYF-funded programs. The MOU with SFUSD allows grantees to access select student information (student name, date of birth, grade level, school attending, and address) in CMS for the purpose of CMS data entry. If you wish to request additional student information for your participants (grades, attendance records, etc.) or use the student information for other purposes (evaluation of your program), please work with SFUSD. All program participants for whom grantees have collected consent forms should be reported to DCYF through the CMS, including participants that do not live in or move away from San Francisco.</p>
<p><b>Data &amp; Evaluation</b></p>	<p>Are some class activities both "group activity" and "event"? For example, a field trip will that go under both or does that create a duplicate?</p>	<p>No. Activities cannot be both a group activity and an event. To figure out the best activity type for your activities, refer to the Activity Types and Activity Categories handout and the 2018-2023 RFP/RFQ document for the program content and program structure requirements for your strategy. Chances are that if "field trips" are specified as a required 'event' and not as a required 'activity', then they should go under 'events.' If field trips are part of your curriculum, then chances are they will need to go under 'group activities.' Please note that if they are part of your curriculum, you should not create a separate group activity for them on the workplan. Instead, there should just be one group activity that covers all components of your curriculum. There will be more resources and information on that at the end of April.</p>

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<b>Data &amp; Evaluation</b>	MOU takes 3-4 weeks to approve. Can we start collecting enrollment forms from parents before MOU is approved. It's going to cut it close for summer programs.	Grantees may obtain consent and start collecting participant data before accessing the DCYF CMS. Once the MOU is approved, grantees may report participant data to DCYF through the CMS.
<b>Data &amp; Evaluation</b>	How do we track participation for youth who do not provide consent to release info or photos?	Participation for youth who do not provide consent to release info should not be reported into CMS. If you believe this issue impacts your ability to meet your projections, consult with your Program Specialist. If consent to release info is obtained, but not the release for photos, the participant should be reported into CMS. The consent to release info covers data reporting into CMS. The photo release info covers DCYF's use of images of your program participants for DCYF communications materials.
<b>Data &amp; Evaluation</b>	If a student or parent does not give consent, how will we count their attendance if we cannot enter their information or name in the system? What to do if a site does not provide a roster list or comply with sending attendance?	Participation for youth who do not provide consent to release info should not be reported into CMS. If you believe this issue impacts your ability to meet your projections, consult with your Program Specialist. If your program relies on the sites in which you are working to collect attendance data on your behalf, ensure that your agency has appropriate access to the site's attendance data. If your agency does not plan to collect consent forms or attendance data, you will need to consult with the site ahead of programming to ensure that the site is collecting consent forms that allow the site to share data with your agency in addition to DCYF and SFUSD. Your agency may also want to memorialize this arrangement with the site in writing. Whether your agency collects consent forms or has them collected on your behalf by another agency, your agency should maintain copies of the consents, as DCYF will periodically verify that consents have been collected that cover your agency.

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<b>Data &amp; Evaluation</b>	Will TAY programs that are not engaging youth enrolled in SFUSD programs and do not have an MOU with SFUSD be able to invoice if they click "no" on MOU w/SFUSD in workplan?	All programs that will report participant-level data to DCYF and collect consent forms from participants must obtain an MOU with SFUSD. Grantees that do not obtain an MOU will be able to invoice, but cannot report participant-level data to DCYF. This may impact results on year-end reporting and performance measures.
<b>Data &amp; Evaluation</b>	We have our own data & evaluation measures, how can we bring these closer together w/o duplicating efforts?	DCYF expects all grantees to adhere to DCYF reporting requirements and to participate in DCYF evaluation activities as requested throughout the funding cycle. Grantees may not submit alternative reports or measures to DCYF in lieu of meeting DCYF reporting requirements. If your agency wishes to submit additional information to DCYF beyond the minimum requirements, consult with your Program Specialist.
<b>Data &amp; Evaluation</b>	If people refuse to allow info to be shared, is there a coding mechanism in place? Will the CMS truly start new, meaning no one will be brought forward from past years? We have found that the CMS info from the past has clouded the current year in unhelpful ways. Under dosage it seems you can only give one number, however, we will be serving both HS and TAY which feels like the dosage will be different. What do you suggest?	No data should be reported to DCYF for participants that do not consent to data collection. No data from past fiscal years will be imported into the new CMS for 2018-2023. Data collection will start fresh in FY 2018-19. Under program completion, please calculate a single number for a "typical" participant in your program. DCYF's performance measure on program completion will use data from this field, so select a value that represents completion for most participants in your program. Under the Show Calculation box, you should describe how you arrived at the program completion number and note that time in program may vary by age.

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<b>Data &amp; Evaluation</b>	<p>SFUSD MOU</p> <p>If we serve kids from SFUSD and private schools, how does this affect need for MOU with SFUSD ?</p> <p>Do we need consent forms from NON SFUSD kids?</p>	<p>The MOU with SFUSD allows DCYF grantees to enroll youth into programs by searching SFUSD's directory database of students, which has been imported into DCYF's CMS. An MOU with SFUSD is required even if services are offered to SFUSD and private school participants. Grantees must obtain consent forms from all youth that are reported to DCYF through the CMS, including non SFUSD youth.</p>
<b>Service Area Expectations</b>	<p>Is it possible to still count services provided to youth that don't provide data consent? Otherwise, are we pretending no services were delivered for the sake of the data being complete. Maybe what was said was don't enter info they gave us?</p>	<p>Yes, you can continue to provide services to the youth that do not provide data consent.</p>
<b>Service Area Expectations</b>	<p>If staff at our agency have already been through the fingerprinting/background check, will we have to do it again?</p>	<p>Agencies are expected to conduct background/fingerprinting checks on all new employees and in accordance to your agencies policies and procedures.</p>
<b>Service Area Expectations</b>	<p>Not currently on school (SFUSD) sites. But would love to start with schools in performing arts sector. What would be my next steps?</p>	<p>Contact the schools to gauge their interest in having those services at their location.</p>
<b>Service Area Expectations</b>	<p>Full engagement differs by the length of the different afterschool &amp; summer programs. Should the shortest period (+ hours) of engagement be used?</p>	<p>We are asking agencies to define what full engagement looks like for your program. We understand that it can differ school site to school site. We ask that you work with your school site to ensure that what your agency considers full participation is in alignment and achievable with the school site.</p>

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**Service Area  
Expectations**

With organizations who are operating an OST or Beacon site with multiple agencies funded to also do work at the site, will it be allowed for agencies to work collaboratively on programs wherein both agencies can collect attendance data? Example: a student is enrolled in a beacon program, attends a parallel program by another provider that is supposed by Beacon staff (to increase service capacity of the program). Can both agencies collect attendance data for the day? is it discouraged to score students twice? If so, will DCYF provide support in negotiating day competition that may arise between agencies?

If you listed a Beacon Community School site as one of your service site you should have or will be meeting with the school and Beacon to discuss service delivery. Competition for students should not be an issue since there should not be a duplication of services at that school site. If that does become an issue please alert your Program Specialist. In regards to attendance, yes you can collect attendance data.

<p><b>Service Area Expectations</b></p>	<p>With all agencies required to complete a facilities use agreement with SFUSD, if multiple agencies are sharing a space on SFUSD site, will they be allowed to file jointly to share the anticipated costs? How will DCYF support agencies if SFUSD facilities costs/custodial costs make operating on a school site unreasonable? The reason I ask is if DCYF does not have an MOU with the district (as is the case w/SF Beacon Initiative) programs that were proposal with a partnership w/SFUSD staff in mind will become cost prohibited without any in-kind or discounts applied to facilities costs.</p>	<p>To answer your first question, if agencies want to collectively share in the expenses facilitation use that is something you need to work out with Real Estate. DCYF has no control over facility use agreements and payments. I'm not sure how to answer this question since this was submitted during the ELS session which means that you are either providing services to a school site with a Beacon or an ExCEL program therefore facility use agreements and cost should not be a concern for you. DCYF is working out an agreement in partnership with SFUSD for all of our school-based OST programs in regards to facility usage and cost.</p>
<p><b>Service Area Expectations</b></p>	<p>What is the Grantee Expectation Form? When will know who our program officer will be for next five year cycle?</p>	<p>The "Grantee Expectation" form list all the requirements that your agency must meet in order to be in compliance with DCYF.</p>

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