

Office on Volunteerism and Community Service

Electronic Systems Protocol for Virginia AmeriCorps Programs

I. Overview

The Office on Volunteerism and Community Service (OVCS) and its AmeriCorps subgrantees utilize two primary electronic systems for program and member management:

- A. MyAmeriCorps
- B. Virginia OnCorps

MyAmeriCorps is a member management “system-within-a-system”, located within eGrants, which is an application and reporting system developed and maintained by the Corporation for National and Community Service (CNCS). MyAmeriCorps is located within eGrants at: <https://egrants.cns.gov/espan/main/login.jsp>

Virginia OnCorps is a program management system developed by Settanni & Company, Inc. The OVCS contracts with Settanni & Company, Inc. on an annual basis for the use of a custom designed system unique to Virginia. All Virginia AmeriCorps programs share in the costs associated with ongoing development and maintenance of the system. Virginia OnCorps is located at: <http://www.americorpsva.org/>

II. Roles and Responsibilities

- A. AmeriCorps program directors are responsible for the proper use of electronic systems by individuals associated with their programs.
 - a. MyAmeriCorps – Individuals create their own eGrants account and have appropriate-level access granted by the organization’s Grantee Administrator;
 - 1. For additional information refer to the MyAmeriCorps tutorials or Power Point presentations on User Roles and Management – Parts I & II.
 - b. Virginia OnCorps – Program directors create user profiles and issue initial passwords for all users.

III. Functionality and Usage

- A. MyAmeriCorps – the primary functions for which this system is used by programs includes;
 - a. Initial Set Up
 - 1. Verify and modify as necessary, organization and program information;
 - 2. Insure that all necessary users have created eGrants accounts and have been assigned appropriate user roles;
 - a. All users must carefully review the MyAmeriCorps Tutorial(s) appropriate for their role/function;
 - b. The Program Director is responsible for insuring that all users have access to, and review the appropriate tutorials.

3. Create **all** Service Locations where members will be regularly providing service;
 - a. If members conduct the **majority** of their service hours at the Operating Site (your program/organization location) you must create this as a Service Location.
 - b. Ongoing Functions
 1. Creating Service Opportunity (advertising your program to prospective AmeriCorps members);
 2. Inviting Prospective Members;
 3. Receipt and Review of Applications;
 4. Enrolling Members – this is the system into which you officially enroll AmeriCorps members;
 - a. Members must be enrolled into the MyAmeriCorps Portal within thirty (30) days of the first day they begin service. Failure to do so constitutes non-correctable non-compliance.
 5. Assigning enrolled members to Service Locations;
 - a. Members can be assigned to only one Service Location;
 - b. Therefore, if members serve at several locations, they should be assigned to the Service Location where they conduct the **majority** of their service activities.

* **ALL** member functions under number 6 below require written approval from the OVCS. Pro-rated education awards (requested as part of number 7 below) must be approved by OVCS – see Section 5 of the AmeriCorps Program Guidance Manual.

6. Changes to Member Status, Term, Etc. – program directors initiate requests for changes of member status, changes of term of service, and other member-related functions;
 7. Member End of Term (Exit) Process – this is the system which communicates directly with the CNCS Trust, and thereby processes and issues members' Segal Education Award payments upon successful completion of a term of service.
- B. Virginia OnCorps
- a. Initial Set Up
 1. Completion of Program Information under the Manage Records tab – after initial creation of a program's information by OVCS, each program completes the information as the first step to using the system;
 - a. Turn all email notifications to “**Yes**” – under the Tools tab, select Administrative Tools, then Notifications On/Off.
 2. Enter program budget exactly as approved in final eGrants application;

- a. An email will be automatically sent to OVCS fiscal officer upon submission of the budget.
3. Create Performance Measures using your final approved eGrants application;
 - a. Under the Reporting tab, select Submit Program Reports, then Create Performance Measures;
 - b. An email will be automatically sent to OVCS program officer upon submission of the performance measures.
4. Create Program Directors – including yourself and any additional program staff that you determine needs this level of system access, including the primary Fiscal staff;
5. Create Service Sites – the next step is for programs to create profiles for each of the locations where AmeriCorps members conduct their service;
6. Assign Site Supervisors – profiles for supervisors are created and they are assigned to one or more service locations;
7. Enroll Members – this is the second system into which you enroll members. Their enrollment into Virginia OnCorps is for reporting purposes only – there is no direct connection between Virginia OnCorps and the CNCS Trust.
8. Assign User Permissions – after each layer of user has been established, the program director assigns permissions to each user;
 - a. Under the Tools tab, select Administrative Tools, then User Permissions.
- b. Ongoing Functions
 1. Member timekeeping – members enter timecards, supervisors and program directors review and approve them;
 - a. Paper time sheets are not a requirement. However, programs are responsible for insuring that supporting documentation exists for all time entries in Virginia OnCorps.
 2. Monthly program and fiscal reporting – program directors and/or fiscal staff submit monthly program and fiscal reports, OVCS program and fiscal officers review and approve reports;
 3. Quarterly performance measure and fiscal reporting – program directors/fiscal staff submit quarterly performance measure and fiscal reports, OVCS program and fiscal officers review and approves reports;
 4. Member reports – great stories, volunteer mobilization, civic engagement activities reports;
 - a. Recommended throughout program year.
 5. Other required quarterly reports – program progress/CNCS Initiatives report, demographics report, successes and challenges report.

IV. Training and Technical Assistance

- A. MyAmeriCorps – tutorials and Power Point presentations are available at the Resource Center (<http://www.nationalservicerresources.org/ac-training-support-state>) covering all functionality; they are also available at the OVCS Website in the precontract folder.
- B. Virginia OnCorps –tutorials and FAQs are available under the Help tab at Virginia OnCorps (<http://www.americorpsva.org>);
- C. Program directors are responsible for providing orientation and training for both systems for all program/fiscal staff and AmeriCorps members.