

Community Action Plan



TIPS AND TRAINING
JANUARY 9, 2018

Changes from 2017



- **Top Needs**
 - Added by locality
- **Strategic Goals Sheet**
 - New form that will list strategic goals from your agency strategic plan and then be connected to the NPI Sheets
- **Community Initiative Status Form**
 - Only complete if you have a community initiative
- **Community Module 3 and Individual and Family Module 4**
 - Only complete the pages which apply to programs your agency provides
- **Services among domains**
 - only complete sections for services your agency provides
- **NPI Listing**
 - New comprehensive list from ROMA Next Gen
- **CSBG Reporter**

Tips- Strategic Goals Sheet



- You may have an agency strategic goal that does not align with an NPI – That is OKAY!
- You may have an NPI that does not align with a strategic goal – That is OKAY!
- We ask that you list out all strategic goals from your agency strategic plan – and fill out the annual activities towards that goal even if it does not directly tie to an NPI

Tips- Community Initiative Status Form



- Only fill out if your agency is working toward a Community Initiative – for this first year your agency might not have a Community Initiative and that is OKAY!
- You may be in the middle of a Community Initiative – even if you have not reported in the past, complete the status form.
- On the form lines 2, 5, 9, 12, and 15 are all drop down selections, you can only choose from that drop down menu for those lines.
- The rest of the lines require you to enter information in narrative form.
- See instruction sheet for more information on Community Initiatives.

Community Indicators Reporting Forms



- 7 Reporting forms
 - Employment
 - Education
 - Infrastructure and Asset Building
 - Housing
 - Health and Social
 - Goal 2 Civic Engagement
 - Goal 3 Civic Engagement
- You will only report in these forms if you filled out a Community Initiative Status Form.
- Column I requires you to insert the identified community from the status form.
- Module 3 Community Strategies List- we would like you to fill this form out even if you don't have a Community Initiative Status Form.
- See examples from instruction form for counts of change vs. rates of change

Module 4 – Individual and Family Indicators



- Most agencies will be familiar with these forms and will be completing this portion of the Community Action Plan.
- There are 7 reporting sheets
 - Employment
 - Education
 - Income
 - Housing
 - Health
 - Civic Engagement and Community
 - Outcomes across Multiple Domains

Tips- Module 4 Reporting Sheets



- Review the NPI Listing and determine which NPI's apply to the services your agency provides – only fill in information for NPI's that match services your agency provides.
- Insert the Strategic Goal Number and Top Need Number, the service or activity, number of participants served last year and targets for upcoming year.
- The NPI's may have changed but this form should look fairly similar to what was done in the past with the addition of the strategic goals and top need columns.
- **Note: Outcomes across multiple domains sheet:** This would be if a client achieved outcomes in multiple domains (example: a client achieved an outcome in the Employment domain and housing domain) Must be able to track an unduplicated count to use this sheet.

Services Reporting Sheets



- There are 7 Services reporting sheets
 - Employment
 - Education
 - Income
 - Housing
 - Health and Social
 - Civic Engagement and Community Involvement
 - Support Services
- You will need to be able to target and report an unduplicated count of the number of individuals receiving services listed on any of the above forms.
- List services whether it connects to an NPI or not.

Future CAP Trainings



- **Financial Forms:** Tomorrow, Wednesday, January 10th at 10am.
- **IMPORTANT:** VACAP Session January 18th at 9:30am – In depth session on Modules 3 and 4, will cover expectations on report and define terms used in Modules 3 and 4
- Future trainings as needed by CSBG Staff