



**SERVE OHIO**  
Ohio Commission on Service and Volunteerism



# AmeriCorps Program Director Spring Meeting

April 21-22, 2016

State Library of Ohio



# Welcome/Introductions

Please introduce yourself:

- Name
- Program
- What are you most looking forward to this summer?

**LEADERSHIP**  
IS ABOUT MAKING OTHERS  
**BETTER** AS A  
RESULT OF YOUR PRESENCE  
AND MAKING **SURE**  
THAT IMPACT LASTS IN YOUR  
**ABSENCE.**



Common  
Monitoring  
Visit Findings

Compliance  
Issues

Poor  
Performance

Possible  
Disallowance

National  
Service Criminal  
History Check  
Training



Spring AmeriCorps Program Director Meeting



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Common  
Monitoring  
Visit  
Findings



Compliance Issues

Poor Performance



Possible Disallowance



# Compliance Issues

Any area of the monitoring visit that is a direct violation of the Ohio AmeriCorps Supplementary Terms and Conditions and/or CNCS AmeriCorps Grant Provisions



Possible corrections—missing documents, missing signatures



Impossible corrections—exited Member, contracts signed late

# MEMBER DOCUMENTATION

1. Member Service Contract/Agreement signed and dated prior to service date (Member and Program Staff)?

Y  N

2. Following components within the Member Service Contract/Agreement:

- Minimum number of service hours and other requirements to earn Education Award  Y  N
- Acceptable conduct and prohibited activities  Y  N
- Requirements under the Drug-Free Workplace Act  Y  N
- Suspension and Termination rules  Y  N
- Circumstances where member can be released for cause  Y  N
- Position Description  Y  N
- Ohio Member Grievance Policy  Y  N

3. Following documentation is present in member file:

- Service description  Y  N
- Publicity Release  Y  N
- Acknowledgement of Drug-Free Awareness  Y  N
- Grievance Procedure (OCSV Standardized Version)  Y  N
- W-4 Form  Y  N
- Enrollment/Waiver of Healthcare (FT)  Y  N
- Enrollment/Waiver of Childcare (FT)  Y  N

Comments: \_\_\_\_\_



Member file contents → Member File Compliance Checklist



Contract/Agreement signed  
before or on first day of service → refer to #1

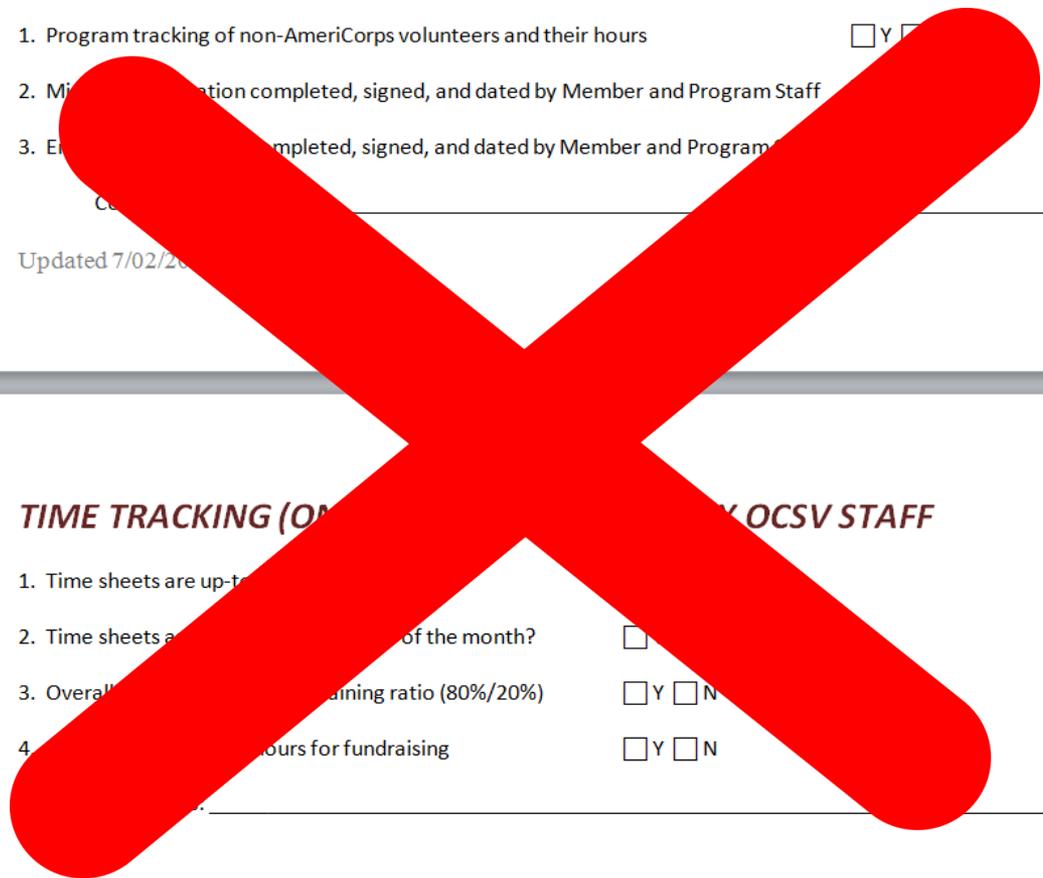
**PERFORMANCE DOCUMENTATION → COMPLETED BY OCSV STAFF**

- 1. Program tracking of non-AmeriCorps volunteers and their hours  Y  N
- 2. Mission statement completed, signed, and dated by Member and Program Staff
- 3. Evaluation completed, signed, and dated by Member and Program Staff

Updated 7/02/20

**TIME TRACKING (ONLY COMPLETED BY OCSV STAFF)**

- 1. Time sheets are up-to-date
- 2. Time sheets are completed by the end of the month?  Y  N
- 3. Overall training retention ratio (80%/20%)  Y  N
- 4. Hours for fundraising  Y  N



Checklist is now a two page document!

# Poor Performance



Documentation that was present at the visit, but for one reason or another was incorrect (even though the program believed that it was in compliance).

Incorrect documentation is fairly easy to correct.

- ✓ Returning member information
- ✓ Handwritten changes





Avoid this:

*Is this an acceptable paragraph acceptable presentation technique when we're talking discussing about crossing word out? No, there are far too many words crossed lines out and it's difficult hard to decipher read which ones the examiner should to read. Better It's better to put a diagonal line through the whole the whole paragraph and start again.*



# Possible Disallowance

## National Service Criminal History Check Training



### Overview

In August 2015, the Corporation for National and Community Service issued the National Service Criminal History Check (NSCHC) Interim Disallowance Guide. The purpose of the guide is to explain how to resolve NSCHC findings that have been identified through a Commission's oversight and monitoring of its subgrantees. Rather than disallowing expenses based only on the timeframe for non-compliance, the guide includes a matrix dictating disallowed amounts per occurrence based on risk level and mitigation factors.



### Ohio AmeriCorps Accompaniment Form

*Instructions: Members and staff for whom BCI/State of Residence and FBI checks have been initiated but not yet received (Ohio AmeriCorps Supplemental Terms and Conditions OSTC 3.3). This form must be completed on every date that the member is split between vulnerable/non-vulnerable contact, or when accompaniment is provided by different staff. The form must include Accompanier Signature. For periods where there is no vulnerable contact, enter "N/A". The member must continue to be accompanied by AmeriCorps staff. The Results Date below should therefore reflect the date results were reviewed. Completed Accompaniment Forms are subject to compliance audit by ServeOhio and/or CNCS.*

Member Name (Print) \_\_\_\_\_ Date Received/Reviewed \_\_\_\_\_

Date	Time	Location (YES)	Location (NO)	Accompanier (Name and Title)	Accompanier (Signature)

AmeriCorps Member (signature) \_\_\_\_\_ Date \_\_\_\_\_ Program Director or Supervisor(signature) \_\_\_\_\_ Date \_\_\_\_\_



A new form will be available for the 2016-2017 service year!



It's Better Than Bad, It's GOOD!

## Accompaniment

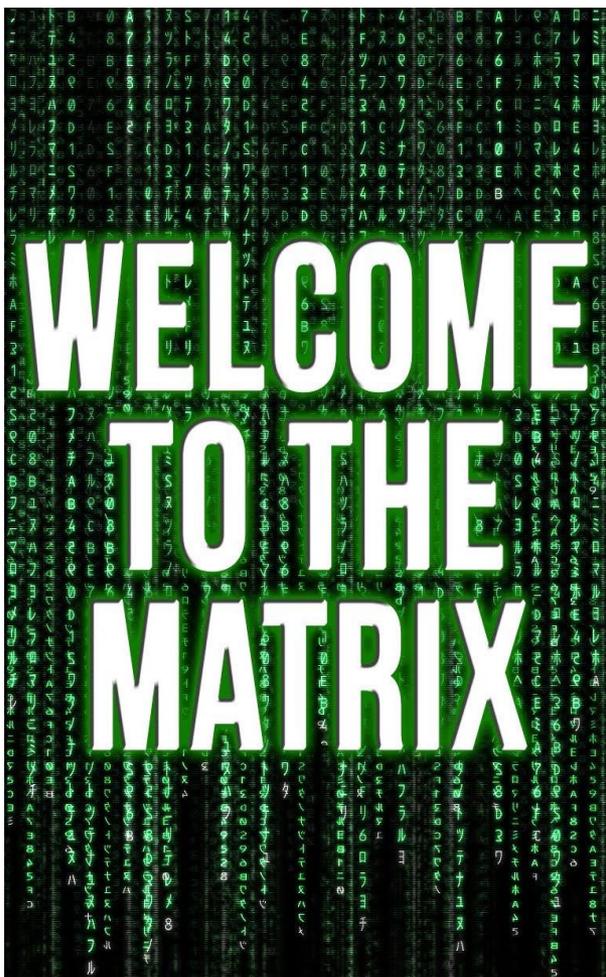


- DO THEM!!
- DO THEM ON TIME!!
- DO THEM AGAIN!!
- Complete the Accompaniment Log through the date you receive either the FBI or BCI results
- Sign the Accompaniment Log (Member and PD)
- Accompaniment Log needs to match the timesheet
- If the NSPOW results do not match your member, please right on there “not our member”
- Please sign all NSPOW searches (you can date them if you want, but they are already dated)
- Refer to OSTC-3 for clarification (or contact me)
- REMEMBER: it’s all about what you can prove!



# NSCHC RISK-BASED DISALLOWANCE MATRIX

<b>If overall % of noncompliant individuals is</b>	<b>≤ 50%</b>	<b>&gt; 50%</b>
<b>Disallowance for each individual for whom...</b>	↓	↓
Substantial Mitigation is present is...	<b>\$250</b>	<b>\$500</b>
Moderate Mitigation is present is...	<b>\$500</b>	<b>\$1000</b>
Low Mitigation is present is...	<b>\$750</b>	<b>\$1500</b>



<b>MITIGATION RATING</b>	<b>NO ACCESS OR EPISODIC ACCESS TO VULNERABLE POPULATIONS</b>	<b>RECURRING ACCESS TO VULNERABLE POPULATIONS</b>
<b>Substantial Mitigation</b>	<p>Program adjudicated a sex offender check before the individual began work or started service on the grant AND at least one of the following is present, even if late:</p> <ul style="list-style-type: none"> <li>• Initiated a vendor check that included a nationwide search of state criminal history information; OR</li> <li>• Initiated the State of Service or State of Residence check through CNCS designated sources; OR</li> <li>• Initiated a fingerprint-based FBI check.</li> </ul>	<p>Program met the requirements of 1, 2, and 3:</p> <ol style="list-style-type: none"> <li>1. Performed accompaniment (if required); AND</li> <li>2. Adjudicated a sex offender check before the individual began work or started service on the grant; AND</li> <li>3. Initiated one of the following on time: <ul style="list-style-type: none"> <li>• A vendor check that included a nationwide search of state criminal history information; OR</li> <li>• A State of Service or State of Residence check through CNCS designated sources; OR</li> <li>• A fingerprint-based FBI check.</li> </ul> </li> </ol>
<b>Moderate Mitigation</b>	<p>Program adjudicated a sex offender check AND at least one of the following is present, even if both are late:</p> <ul style="list-style-type: none"> <li>• Initiated a vendor check that included a nationwide search of state criminal history information; OR</li> <li>• Initiated the State of Service or State of Residence check through CNCS designated sources; OR</li> <li>• Initiated a fingerprint-based FBI check.</li> </ul>	<p>Program met the requirements of 1 or 2:</p> <ol style="list-style-type: none"> <li>1. Adjudicated a sex offender check before the individual began work or started service on the grant AND at least one of the following is present, even if late; <ul style="list-style-type: none"> <li>• A vendor check that included a nationwide search of state criminal history information; OR</li> <li>• A State of Service or State of Residence check through CNCS designated sources; OR</li> <li>• A fingerprint-based FBI check.</li> </ul> </li> <li>2. Performed accompaniment (if required) AND initiated one of the following on time: <ul style="list-style-type: none"> <li>• A vendor check that included a nationwide search of state criminal history information; OR</li> <li>• A State of Service or State of Residence check through CNCS designated sources; OR</li> <li>• A fingerprint-based FBI check.</li> </ul> </li> </ol>
<b>Low Mitigation</b>	Any other combination of factors that does not meet the requirements for Moderate Mitigation or Substantial Mitigation.	



# Introduction to the National Service Criminal History Check Requirements

**Online Introductory Course**

Approximate completion time: 70 minutes



This message was sent with High importance.

Sent: Fri 4/1/2016 9

From: Verhoff-Kiss, Rebecca

To: libby.schoen@unitedwaytoledo.org; Knapp, Mandy; Alison.NilesPeters@teachforamerica.org; apinkney@cpoms.org; arohmler@ohiohistory.org; bdonnelly1@udayton.edu; BMcFadden@collegenowgc.org; bonnie.hood@santamaria-cincy.org; borovick@ohio.edu; candi@ruralaction.org; cbolitho@cpoms.org; cbryant@cityyear.org; david.sharp@redcross.org; Struble, Evar gweisblat@neomed.edu; Holley.Jackson@unitedwaytoledo.org; jane.mcewen@sindair.edu; janet.gilg@esco.org; paulenevillson@ohiohistory.org; jdaugherty@yndc.org; Jennifer.Howard@teachforamerica.org; kbohner1@udayton.edu; Kimberlee.Gambrell@sindair.edu; klavp1@udayton.edu; latkins@literacycooperative.org; longe@ohio.edu; Iritner@ohioecc.org; lymne.wise@redcross.org; marianne.shreck@udri.udayton.edu; mary.ucca@santamaria-cincy.org; Melissa.penney@teachforamerica.org; rhood@cpoms.org; Nicholas.Cohen@UHhospitals.org; ADA.Patty.Gullian; sbuckner@universitysettlement.net; sdanielssommers1@udayton.edu; sean.noe@esco.org; Shannon@ruralaction.org; spechac@ohioecc.org; tgottlieb@cityyear.vbeutel@neomed.edu; tcerra@cityyear.org; Paige.Umberger@teachforamerica.org; janet.gilg@esco.org; Esther.Benatar@UHhospitals.org; jessica.demmings@sindair.edu; Mark.Innocenzi@redcross.org; Barbara.nalette@uhhospitals.org; MLanglais@collegenowgc.org; Hall, William; Cannon, Mary; Sanders, Jennifer; Tope, Lisa; Nino-Koontz, Carrie

Cc:

Subject: FW: New NSCHC eCourse and Fieldprint Webinar on CNCS Knowledge Network

Good morning Program Directors,

The Corporation for National and Community Service has developed a new eCourse that provides a thorough overview of the National Service Criminal History Check requirements. This eCourse is mandatory for all CNCS subgrantees to complete annually. **All program staff who are paid out of your AmeriCorps grant will need to complete this eCourse by Friday, April 29, 2016.** To complete the eCourse, [click here](#).

The eCourse takes approximately 70 minutes to complete. When you complete the eCourse, it will automatically generate a certificate of completion for you. You will need to forward this certificate to Jennifer, [jennifer.sanders@serveohio.gov](mailto:jennifer.sanders@serveohio.gov), as verification of completing the course. You can either send her a pdf of the certificate or send a screenshot, whichever is easiest for you.

Please let me know if you have any questions about the new eCourse. This information should be beneficial for you as we are moving into the height of recruitment season.

Thank you,

Rebecca

**Rebecca M. Verhoff-Kiss, M.A.** | Outreach & Education Officer  
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Phone: 614-995-5269 | Fax: 614-728-2921  
[rebeccah.verhoff-kiss@serveohio.gov](mailto:rebeccah.verhoff-kiss@serveohio.gov) | [www.serveohio.org](http://www.serveohio.org)



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## TOP REASONS TO JOIN AMERICORPS ALUMS TODAY



AmeriCorps Alums is dedicated to getting things done for AmeriCorps alums like you. We are the only national network that connects the nearly **1 million alumni** of all AmeriCorps programs to the people, ideas, and resources that support our commitment to a lifetime of service.

Take 5 minutes and register for free today, by [clicking here](#). Below, are a few actions you can take once you're registered with AmeriCorps Alums to make a difference in your life, education, and career.

- **NETWORK** Connect with hundreds of thousands of alumni like you—on the ground and online. We have 80 chapters and an active community on Facebook, Twitter, and LinkedIn.
- **FIND A JOB** We offer a monthly career newsletter, a Career Center and Coach, professional development webinars, virtual resume reviews, and more.
- **FIND—AND FINANCE—THE SCHOOL OF YOUR CHOICE** Our partner schools and innovative programs like the Virtual Grad School Fair attract schools that value your national service experience.
- **SERVE** Continue a "lifetime of service" through local volunteering, service campaigns, and skills-based volunteering.
- **GET BENEFITS** Take advantage of free tax returns and other member discounts and benefits from national partners.

Enter search criteria...

### REGISTER MORE

Register now to connect with your local AmeriCorps Alums chapter, learn about our Career Development Program, access cool member benefits, and more!

[Register »](#)

### USER LOGIN

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[Sign In](#)

[f Connect](#)

[Forgot your password?](#)



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# PROCUREMENT UPDATE



# Training Updates

- **North Central National Service Training**
  - June 8-10<sup>th</sup> in Indianapolis; Deadline to register is May 15<sup>th</sup>
  - Optional dinner at Loughmiller's Pub & Eatery (301 W. Washington) on 6/8 at 5:30 PM
  - [www.nationalservicetraining.org](http://www.nationalservicetraining.org)
- **Starting Strong: AmeriCorps Orientation**
  - *NEW Program Directors*
    - July 14, 2016 10:00 - 5:00 PM **AND** July 15, 2016 8:30 - 1:00 PM
  - *RETURNING Program Directors*
    - July 15, 2016 12:00 - 5:00 PM
- **2016 Ohio Conference on Service & Volunteerism**
  - October 25, 2016



# National Swearing In

Friday, October 7, 2016

- What type of event do you prefer?
  - Statewide
  - Regional
  - Local/program-level
  - Training/networking/etc.



# Ohio AmeriCorps Entry Survey

- 315 usable responses for an effective response rate of 47.4%, which suggests that the findings may be generalizable.
- Great data gathered; complete results (entry and exit) will be shared at the Ohio Conference on Service & Volunteerism, 10/25.



# Ohio AmeriCorps Exit Survey

- The exit survey will be distributed to all 2015-16 AmeriCorps members (764) by April 29<sup>th</sup>.
  - Monthly reminders thereafter
- Members should complete the survey as close to the end of their service term as possible.
- All data will be shared at the Ohio Conference on Service & Volunteerism, 10/25.



# Peer Conversations: Member Recruitment & Retention

## Discussion Questions:

1. In what month do you begin recruiting members? Why?
2. What sources have you found to be the best places to recruit?
3. What characteristics do you look for in potential members?
4. Have you noticed a link between your recruitment strategies and member retention?
5. What is your biggest challenge in recruitment?
6. Where do you see opportunities in your recruitment strategies?



# Peer Conversations: Member Recruitment & Retention

Group 1	Group 2	Group 3	Group 4	Group 5
University Hospitals	Rural Action	Santa Maria	CPO	Ohio History Connection
Teach For America	ESC of Central Ohio	University of Dayton	YNDC	University Settlement
Ohio University	College Now	Red Cross	OACC	City Year Columbus
United Way of Greater Toledo	City Year Cleveland	NEOMED	State Library of Ohio	Sinclair



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# Lunch!

Please report back to this room by  
1:00 PM



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# Mental Health First Aid

**Peg Morrison, *NAMI Ohio***

**Meghan McNeil, *Fairfield Mental Health Consumer Group***

Mental Health First Aid is an 8-hour course that teaches you how to help someone who is developing a mental health problem or experiencing a mental health crisis. The training helps you identify, understand, and respond to signs of mental illnesses and substance use disorders.



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# Have a Great Evening!

See you tomorrow morning at  
8:30AM in this room.



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Ohio Commission on Service and Volunteerism



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# Questions/Comments?

Thank you for attending.

Have a safe trip home!