



In the chat box: Please introduce yourself and share your favorite outdoor activity!

New Program Training Series: Part 4

AmeriCorps Member Enrollment and OnCorps:
Budget and Performance Measures

September 24, 2020, 10 am

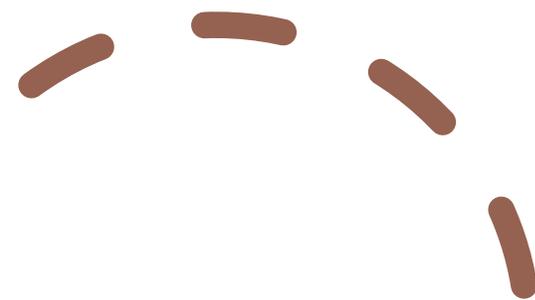
Agenda

- Announcements
- Review last Session – any questions?
- Enrollment: eGrants and OnCorps
- OnCorps: Budget and Performance Measures





Part Three Follow-Up

- 
- Topics:
 - Member Orientation
 - Host Site Supervisor Training



Save the Date



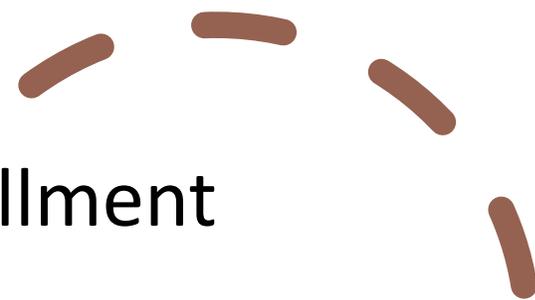
Virtual Conference
Series

October 8th,
15th, 22nd, 29th



Fall Program Director
Training

November
5th
10 am-Noon



Member Enrollment

- Starting Strong Enrollment Resources:
 - [Slides](#) (Enrollment starts at slide 15)
 - [Recording](#)
- Ohio Supplementary Terms and Conditions:
 - [Section 4](#)



Enrollment Highlights

- Enrollment in eGrants must be initiated **before** the member begins service to verify the applicant's eligibility
 - Social Security + Citizenship status and confirm NSCHC process has begun
 - The Portal will not allow programs to list a member's start date earlier than the member's verification dates.



Enrollment Highlights

- A member's **first day of service/orientation should be the same as their enrollment in eGrants and OnCorps**
 - A member should not accrue any hours, receive a stipend prior to their effective dates in these systems



eGrants
Example

SSN, Citizenship, and Criminal History Verification
Before a member may be enrolled into the National Service Trust they must have: 1) their SSN and Citizenship status be in a Verified or Manually Verified status; 2) a completed National Sex Offender Public Website check (NSOPW.gov); and, 3) the program initiated state of service and state of residence checks and FBI check, as appropriate, required for this individual.

SSN Status: Verified - 07/05/2019
Citizenship Status: Verified - 07/05/2019

NSOPW check: I certify that I have conducted, reviewed, and adjudicated the results of a nationwide NSOPW.gov check (with all jurisdictions on NSOPW.gov reporting) for this individual.
Katie Koski - 07/18/2019

State of Residence, State of Service, and FBI check initiation: I certify that I have initiated the state of service and state of residence checks and FBI check, as appropriate, required for this individual.
Katie Koski - 07/18/2019

* Please click "save information" after clicking the certification checkboxes in this section.

Placement Information

A member's start date may not be earlier than any of the following: the date you receive confirmation that the member's SSN is correct, the date you receive confirmation of a member's citizenship eligibility, the certification date for completion of the NSOPW, the certification date for the state of service/residence and/or FBI check initiation. In addition, you have eight (8) days from the member's start date to certify the member's enrollment.

* Start Date:
* Program Year: 2019
* Program Title:
Service Location: Select
* Slot Type:

* I, **KKOSKI**, certify this form as of **07/18/2019**.

I understand that a knowing and willful false statement on this form can be punished by one or more of the following: a fine or imprisonment or both under Section 1001 of Title 18, U.S.C., exclusion from participation in federal programs, and forfeiture of benefits I may receive as a result of my enrollment or other actions authorized by the Civil Fraud Remedies Act, 31 U.S.C. 3801-3812.

OMB Number 3045-0054

What To Do If the Enroll Button Isn't Active



Reach
out to
your
Program
Officer



•Check the member's SSN and citizenship verification status

- Both statuses must be “verified” or “manually verified”
- Verification dates must be on or before the entered start date



•Check the criminal history check certifications

- Both boxes must be checked
- Certification dates must be on or (preferably) before the entered start date



•Check the entered start date

If you are past the 8 day (7 days after start date) window to enroll the enroll button will not be active.



•If all of the previously mentioned steps are complete and you **still cannot enroll the member, then contact your Program Officer and submit a ticket to the eGrants helpdesk.** If commission contacts CNCS before end of 8 day enrollment period it is more likely to be successfully resolved.

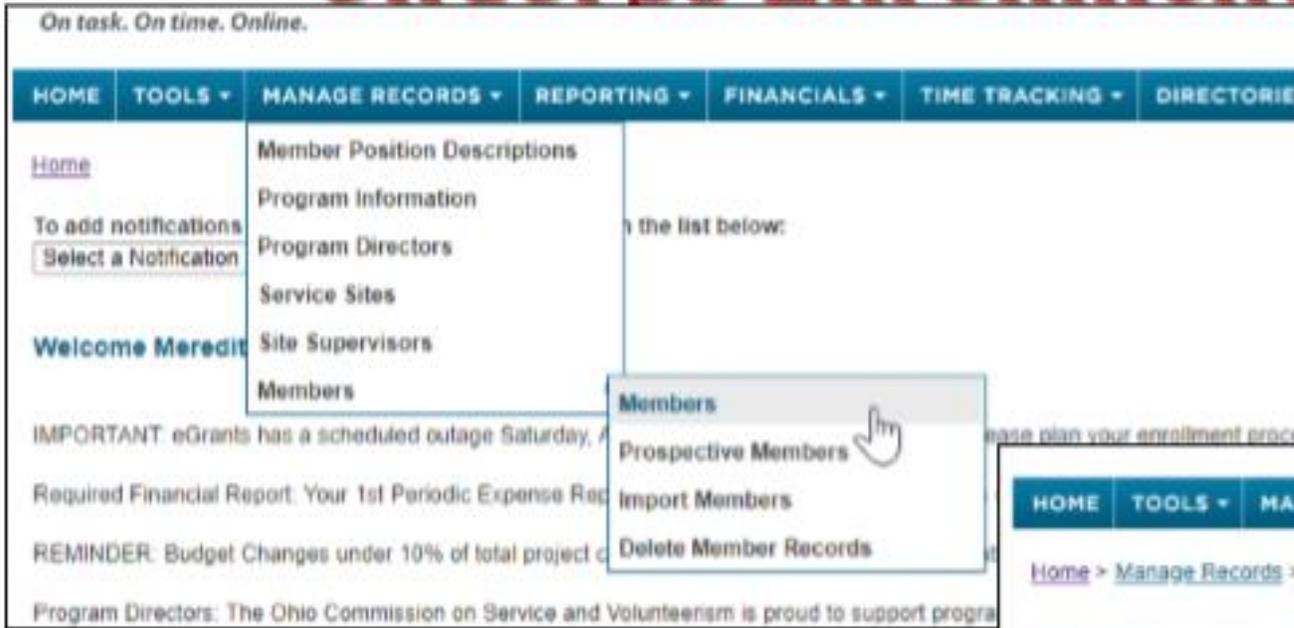
eGrants Enrollment - TIP!

- In the event there are eGrants challenges, we recommend you save the member's Enrollment to document the citizenship SS is verified & check boxes are checked before the member begins service

The screenshot shows the 'My AmeriCorps (Grantee) - Member Enrollment' page. The page header includes the date and time '2/2020, 04:07 PM, EDT' and navigation links for 'home', 'my account', 'help', and 'logoff'. The main content area displays the member's name 'Meredith' and the enrollment status. A print menu is open on the right side of the page, showing options for 'Destination', 'Pages', 'Copies', and 'Layout'. The 'Destination' dropdown menu is expanded, showing 'HP LaserJet Pro M404' as the selected printer, with other options including 'HP LaserJet Pro M404-M405', 'EPSON0E4447 (XP-640 Series)', 'Save as PDF' (highlighted), 'Save to Google Drive', and 'See more...'. The 'Copies' field is set to '1' and the 'Layout' is set to 'Portrait'.

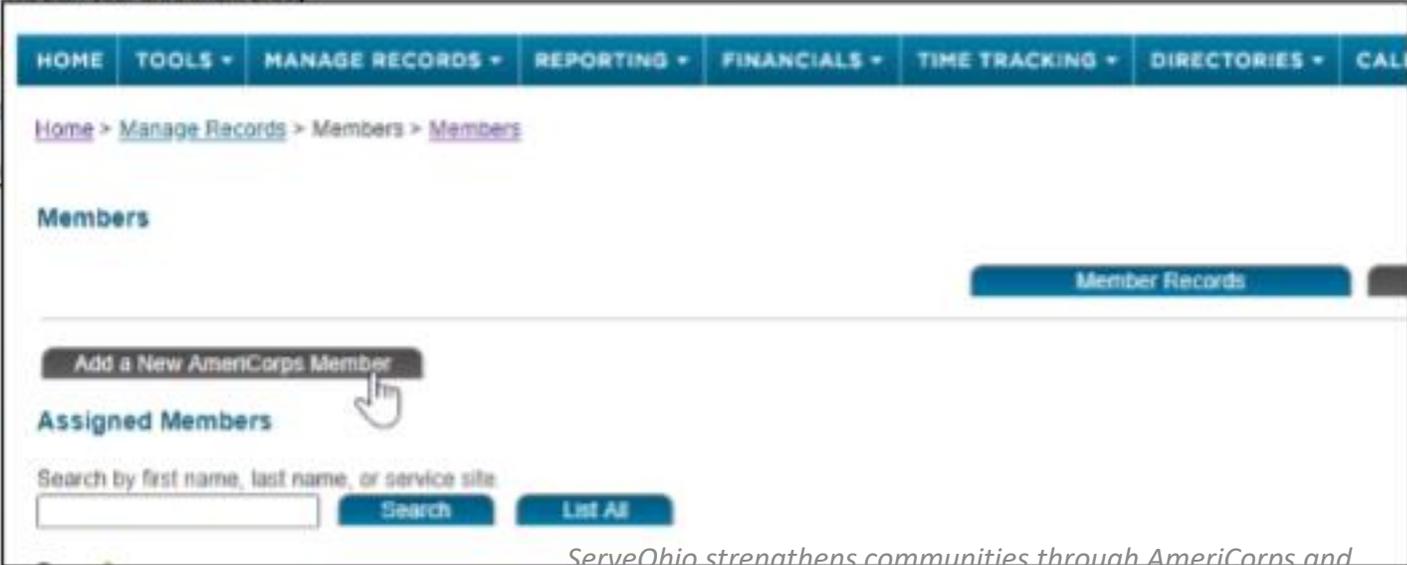


OnCorps Enrollment – MUCH EASIER!



Go to the **Manage Records** tab and select **Members → Members**

Click **Add New AmeriCorps member**





OnCorps: Set Member Permissions



HOME TOOLS MANAGE RECORDS REPORTING FINANCIALS TIME TRACKING

Administrative Tools
Modules
Website and Resources

Program and Year Toggle
Export Data
User Permissions
Email Notifications On/Off
Notifications to Directors
Program Director Homepage
Copy Program Records
GPR Setup
Staff Program Assignments
Timesheet Dates

Welcome Meredith

Filter notifications by program: All Programs

REMINDER: Budget Changes under 10% of

Program Directors: The Ohio Commission on

The following reports need your attention

Title
Performance Measures Only GPR for COMCorps #10ESH1502-20-00068



HOME TOOLS MANAGE RECORDS REPORTING FINANCIALS TIME TRACKING

Home > Tools > Administrative Tools > User Permissions

User Permissions

Select a User Type:

Select a Program:

(Caution: Not set for the selected)

Choose

State Commission Staff
Program Director
Regional Coordinator
Site Supervisor
AmeriCorps Member

override ANY & ALL previously set user permissions (0-2021)



OnCorps User Permissions Example

Reporting	
<input checked="" type="checkbox"/> Submit Reports	Submit Reports
<input checked="" type="checkbox"/> Great Stories	Great Stories
<input type="checkbox"/> Youth Tracking	Youth Tracking
<input type="checkbox"/> Disaster Education	Disaster Education
<input type="checkbox"/> Volunteer Mobilization	Volunteer Mobilization
<input checked="" type="checkbox"/> Civic Engagement Activities	Civic Engagement Activities
<input type="checkbox"/> Direct Service Activities	Direct Service Activities
<input type="checkbox"/> Capacity Building Activities	Capacity Building Activities
<input type="checkbox"/> Reflection Logs	Reflection Logs
<input type="checkbox"/> View Reports	View Reports
<input type="checkbox"/> Great Stories	Great Stories
<input type="checkbox"/> Direct Service Activities	Direct Service Activities
<input type="checkbox"/> Volunteer Mobilization	Volunteer Mobilization
<input type="checkbox"/> Civic Engagement Activities	Civic Engagement Activities
<input type="checkbox"/> Capacity Building Activities	Capacity Building Activities
<input type="checkbox"/> Reflection Logs	Reflection Logs
<input type="checkbox"/> Scheduled Reports	Scheduled Reports
<input type="checkbox"/> Custom Reports	Custom Reports
<input type="checkbox"/> Submit Custom Reports	Submit Custom Reports
<input type="checkbox"/> View Custom Reports	View Custom Reports
Financials	
<input type="checkbox"/> Submit Reports	Submit Reports
<input type="checkbox"/> View Reports	View Reports
<input type="checkbox"/> Expense Report	Expense Report
<input type="checkbox"/> Expense Report	Expense Report
Time Tracking	
<input checked="" type="checkbox"/> Member Total Hours by Date	Member Total Hours by Date
<input type="checkbox"/> List Timesheets	List Timesheets
<input type="checkbox"/> Total Member Hours Graph	Total Member Hours Graph
<input checked="" type="checkbox"/> Enter Timesheets	Enter Timesheets
Directories	
<input checked="" type="checkbox"/> My Profile	My Profile
<input type="checkbox"/> Program Directory	Program Directory
<input type="checkbox"/> My Position Description(s)	My Position Description(s)
Help	
<input checked="" type="checkbox"/> Request Help Form	Request Help Form
<input checked="" type="checkbox"/> FAQ	FAQ
<input type="checkbox"/> Help Resources and Tutorials	Help Resources and Tutorials

Will they submit reports through OnCorps?

Don't need Financials access



Questions



Entering Performance Measures In OnCorps





Reporting Requirements

- Ohio Supplementary Terms and Conditions, Section 6
- GPR specific sections
 - 6.5
 - 6.6
 - 6.7
 - 6.8



OSTC 6.5

- Performance measures must be entered into OnCorps and for approval by ServeOhio no later than 30 days of the program start date or no later than September 30, 2020, whichever comes first.
- Email your PO if you need an extension



Performance Measures

Performance measures consist of, at least, one Output and Outcome. Keep in mind that Outputs are about the program (activities/services provided), while Outcomes are about the positive change in participant knowledge/skill or condition (for example, employment).

- **Output** – products of a program’s activities, such as the number of meals provided, classes taught, number of individuals enrolled in a class or program, brochures distributed, or participants served. Another term for “outputs” is “units of service.” *A program’s outputs should produce desired outcomes for the program’s participants.*
- **Outcome** – describes the benefits for participants during or after their involvement with a program. Outcomes may relate to knowledge, skills, attitudes, values, behavior, condition, or status. Examples of outcomes include greater knowledge of nutritional needs, improved reading skills, more effective response to conflict, getting a job, or having greater financial stability.
- **Target Numbers should ONLY BE ENTERED AS NUMBERS.** Do *not* enter percentages (%) in the Target Number section. If your tracking is based on a percentage, calculate the number represented by the percentage and enter that number in the Target.



Direct Service Activities

- Direct Service Activities/Intervention –
 - What’s in the approve grant application
 - Should mirror data and details
 - May be one or two performance measures



Volunteer Engagement

- This performance measure tracks the number of volunteers and their hours engaged in AmeriCorps-related programs, services, events and activities during the program year.
- All programs will have only one (1) performance measure for Volunteer Engagement that will encompass **one Output** to track the number of volunteers engaged **and one Outcome** to track the number of volunteer hours in the program year.



Volunteer Engagement

- Should mirror details in the application, if included
- The Output will track the number of unduplicated volunteers engaged during the program year.
 - Establish the Output Number based on how many unduplicated volunteers the program anticipates engaging over the entire program year.
- The Outcome will track the number of hours contributed by all volunteers during the year (new and ongoing volunteers).
 - Establish the Outcome Number based on how many hours the program anticipates all volunteers will contribute over the entire program year.



Volunteer Engagement

“Citizens or residents in the community who are recruited and/or managed by the CNCS-supported organization or assigned national service participant(s) to offer time, knowledge, skills, and expertise for free to support the CNCS-supported program or organization. Community volunteers differ from national service participants in that they are under no formal obligation to provide a specific amount of assistance (e.g., as measured by service hours), and said volunteers are not enrolled in a national service program. Also referred to as “leveraged volunteers.”

- A **NEW** Volunteer is an individual that has not volunteered with the AmeriCorps-supported program/event/organization during the current program year.
- **AmeriCorps members are not volunteers** and should not be included in this performance measure
- Volunteers can support National Days of Service, one-time events, etc.



Member Development

- ServeOhio views the professional development of members as a high priority. Programs will have only one (1) performance measure in this section. This may include Justice Talking, Member Training related to service responsibilities, civic and leadership development, etc.
- This performance measure will have one Output to track the number of training hours or training sessions and one Outcome to track the members' change in knowledge or behavior as a result of professional development. The Output and Outcome numbers should be the total number anticipated for the program year.



Member Development

- number of professional licenses received by members;
- number of members demonstrating an increased awareness of their service field;
- number of members who became certified tutors
- number of members who successfully completed x% of their development plans.



OnCorps

- Enter into OnCorps
- Will be reviewed and approved by PO and Mary
- <https://oh.oncorpsreports.com/>
- Data is cumulative in the system so all data must be NEW data for the reporting timeframe.



FAQ's

- What if we can't do what we said we're going to do in our Performance Measure?
 - This year, there will be some leeway in terms of meeting performance measures due to the pandemic.
 - DOCUMENT all changes



Don't forget

- If you have not done so already, your program's budget needs to be entered in OnCorps