**The Governor’s Office of Volunteer Services**

**OnCorps**

Monthly Progress Report Reminders

1. **GENERAL INFORMATION TAB** (**ONLY** enter information for the sections listed below)

* **Program Name:** Enter the name of your program.
* **Grant Number:** Enter the grant number.
* **Grant Year:** Enter the grant year as 2019-2020. **Not a single year.**
* **Reporting Period:** Enter the month you are reporting on.
* **Reporting Period Start Date:** This date will correspond to the reporting month.
* **Reporting Period End Date:** This date will correspond to the reporting month.

1. **DEMOGRAPHICS TAB** (**ONLY** enter information for the sections listed below.)

**Information/data should be entered in the Demographics section each month.**

* **General Program Demographics**
  + Enter information for the:
    - # of individuals who applied,
    - # of episodic volunteers generated by members,
    - and # of ongoing volunteers generated by members.
  + You can enter data for opportunity youth only if you meet the CNCS definition of opportunity youth.
    - **Definition:** Opportunity youth are economically disadvantaged individuals ages 16-24 who are disconnected from school or work for at least six months prior to service.
    - CNCS defines “economically disadvantaged” consistent with the definition used in the member development performance measures, “Receiving or meet the income eligibility requirements to receive: Temporary Aid to Needy Families (TANF), Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance.”
    - CNCS defines “disconnected from school or work” as unemployed, underemployed, and not in school for at least six months prior to their term of national service.
    - A member who was not economically disadvantaged prior to becoming an AmeriCorps member, but became economically disadvantaged because the living allowance was low enough to make them eligible for SNAP, etc., cannot be counted as economically disadvantaged.
* **Disaster Services** 
  + Describe the disaster services projects **every time info./data is entered** in section.
  + Describe the disasters members are responding to.
* **Military/Veterans**

**Do Not enter data/info. in the School Turnaround section.**

1. **MSY REPORT TAB**

* Data for MSY will no longer be captured.

1. **PERFORMANCE INDICATOR TAB**

* **State in the narrative box if your program has met the CNCS requirements on retention, enrollment, and/or exits, then state that in the provided narrative box to the right.** 
  + CNCS requirement is as follows: 85% on retention and 100% on enrollment & exits.
* **If the program has not met the requirements, then do the following:**
  + Provide an explanation in each month where enrollment, retention, or exit is impacted.
  + Discuss how you will work to improve this next year.

1. **PERFORMANCE MEASURE TAB**

Please carefully check your performance measure and demographic actuals every month prior to submitting to the GOVS. Correct any erroneous data and provide explanations for any remaining issues if they exist. **Also, please be sure to retain source documentation (sign-in sheets, survey results, etc.) that can verify the actual values submitted to the GOVS.** **Please be aware that source documentation can be requested during the program year at any time.**

* **Enter Data Only for the Month you are Reporting In**
  + Data is **NOT** to be added from the previous month to the month you are reporting on.
    - If only 100 students show improvement for month 5 and only 15 students show improvement for month 6, you will **NOT** enter 115 students in month 6. You will **ONLY** enter 100 students for month 5 and 15 students for month 6. The system will do a year to date total.
    - Remember, do not duplicate the count of those served. If you have 100 students showing improvement for month 1 and those same 100 students continue to show improvement in month 2, you cannot count them in month 2, because they have already been counted as showing improvement in month 1.
    - If there is no data to report for a month, then enter a “0”. Do **NOT** enter data from the previous month.
    - If there is no data to report because the measure is ongoing or data will not be captured and reported until later in the year, then enter “0” and state in the narrative box that the measure is ongoing and why it is ongoing. For example, you might say, the measure is ongoing and data will not be captured until month 3 when XYZ Assessment is given to grades 3rd – 8th.
  + **Exceeding or Not Meeting a Target**
    - **Always Explain why you have not met the targets**, even if the measure is ongoing. An explanation, such as the measure is ongoing and data will not be captured until month 3 when XYZ Assessment is given to grades 3rd – 8th is fine.
    - **If the target is not met by the final reporting period, then you are required to provide:**
      * A **detailed, but brief explanation** as to why the target was not met.
      * A **detailed, but brief corrective action plan** explaining how the program will prevent this from happening again.
    - **Always Explain why you have exceeded the targets if the actuals exceeded the target by 400% or more.**
  + **Oher Considerations Prior to submitting Your Progress Report**
    - **Do your outcomes exceed outputs?** For example, a subgrantee that reports serving 50 students should not also report that 100 students improved their school attendance (i.e., twice as many students improved as were actually served).
    - **Are you reporting large outcome actuals before the program year has ended?** This can be seen as a misunderstanding of outcome definitions and/or an inappropriate use of instruments, especially for outcomes that require post-assessments after the intervention is completed. **If you are reporting large numbers in month 2, you must provide an explanation as to why.**
    - **Do your outcome actuals exactly match the output actuals?** While not impossible, this does get noticed by CNCS and they may ask why and whether the program used a valid assessment for the outcome measure.
    - **Do actuals exactly duplicate the target values and/or consist solely of round numbers (1000, 500, etc.)?** This too does get noticed by CNCSand they have asked about it and will more than likely ask again. To CNCS, this may indicate data entry errors or that the subgrantee estimated rather than measured the performance measure actuals.
    - **Do performance measure actuals seem inconsistent with the number of members engaged in service?** For example, a subgrantee with 10 members is unlikely to be able to assist 200,000 disaster victims.
    - **Lastly, be sure to double check your target totals to make certain everything adds up and there are not system issues/bugs showing up in your data.**

1. **NARRATIVES TAB** (limit your remarks in each section to 1,500 words or less)

**You are only required to respond to each of the below narrative sections 1 time during the year.**

* **1 Data Quality narrative and 1 Performance Management narrative – Dec. 10th**
* **Do not report on the Other narrative section. This section is specific to the Commission.** 
  + **Data Quality (Required)**
    - Describe the process you used to verify the data reported.
  + **Performance Measurement (Required)**
    - Describe how you supported service sites or host site data collected about their processes or outcomes (including performance measurement and evaluation data).
    - Provide examples of how you are using data to make improvements to processes and/or outcomes to better address identified community needs in the coming year. Examples will include one on one support, technical assistance/support.
  + **Training and Monitoring (Ignore)** 
    - Ignore this narrative. Programs are not to complete this section.
  + **Other Explanation (Ignore)** 
    - Ignore this narrative. Programs are not to complete this section.

**You are only required to respond to each of the below narrative sections 2 times during the year.**

* + **Success/Challenges (At a minimum - 2)**
    - This narrative is used to share important information concerning successes and challenges during the year.
    - **Reporting Period:** Select month
    - **Progress Code:** Select Success and Challenges
    - **Narrative Text:** Place the heading of “Successes” above program successes and “Challenges” above program challenges to allow the reviewer to distinguish between the sections.
  + **Best Practices (At a minimum - 2)**
    - This narrative is used to describe any techniques or methodologies found through experience or examination, that has proven to reliably lead to a positive, desired result. You can discuss any member, program, data, or financial management aspects here.
    - **Title:** Select something that is relevant to the area discussed in the narrative.
    - **Reporting Period:** Select month
  + **Great Stories (At a minimum - 2)**
    - This section is used to share a compelling member stories. This narrative can be written by a member. This is the only section that a story can be submitted by a member.