

CSBG ANNUAL REPORT SMARTFORMS OVERVIEW

April 27, 2021

AGENDA

How to Access the SmartForms

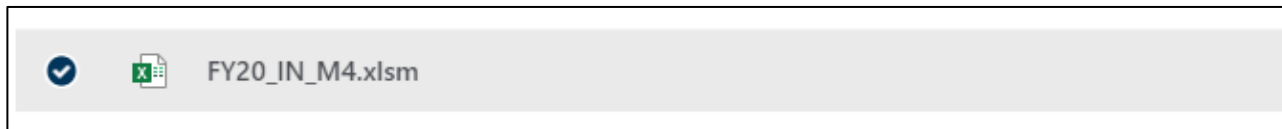
What to Look For in a Functioning Form

Other Questions?

HOW TO ACCESS THE FORMS

Quick reminders:

- Access is granted by IHCDA based on email address. If you need to get someone access to your folder, email csbg@ihcda.in.gov.
- Save your file with the same name they are given. If the name is changed, we won't be able to upload it into the federal system without changing it back ourselves.



HOW TO ACCESS THE FORMS

SharePoint

ihcda IHCD Hub Accounting Board of Directors CI HR IT Legal MaC Operations Old IHCD Portal

IC IHCD Community Programs Team
Private group

Search + New Upload Edit in grid view Share Copy link Sync Download Add shortcut to OneDrive Export Power Apps

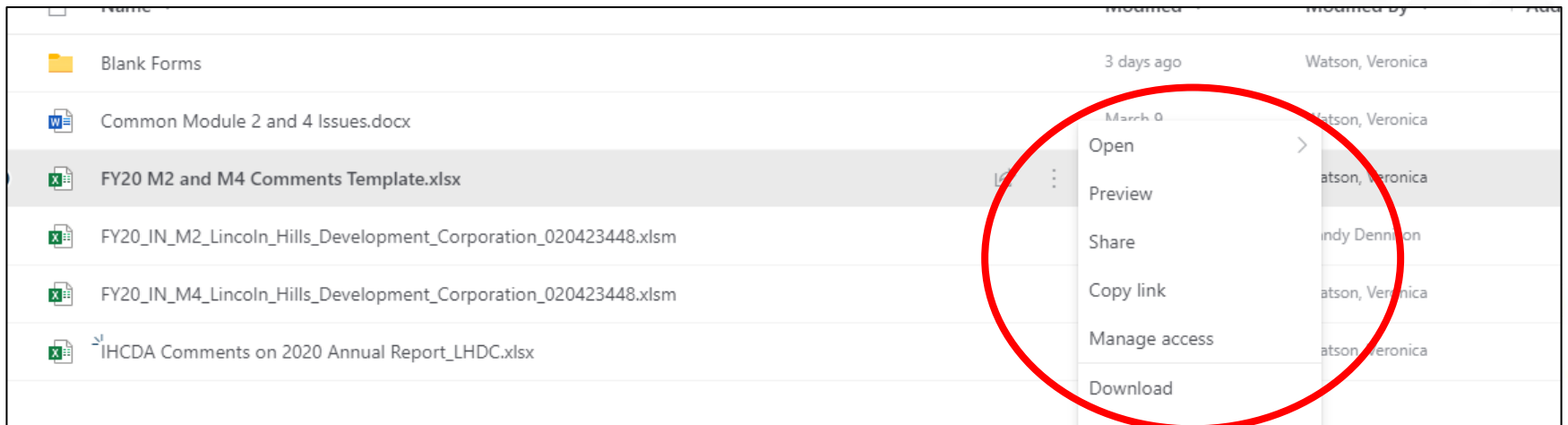
Documents > CSBG > CSBG Program Documents > LHDC CSBG

Name	Modified	Modified By
2019 Annual Report	October 1, 2020	Watson, Veronica
2020 Annual Report	March 9	Watson, Veronica
2020 Community Action Plan	March 9	Watson, Veronica
2021 Community Action Plan	October 1, 2020	Watson, Veronica

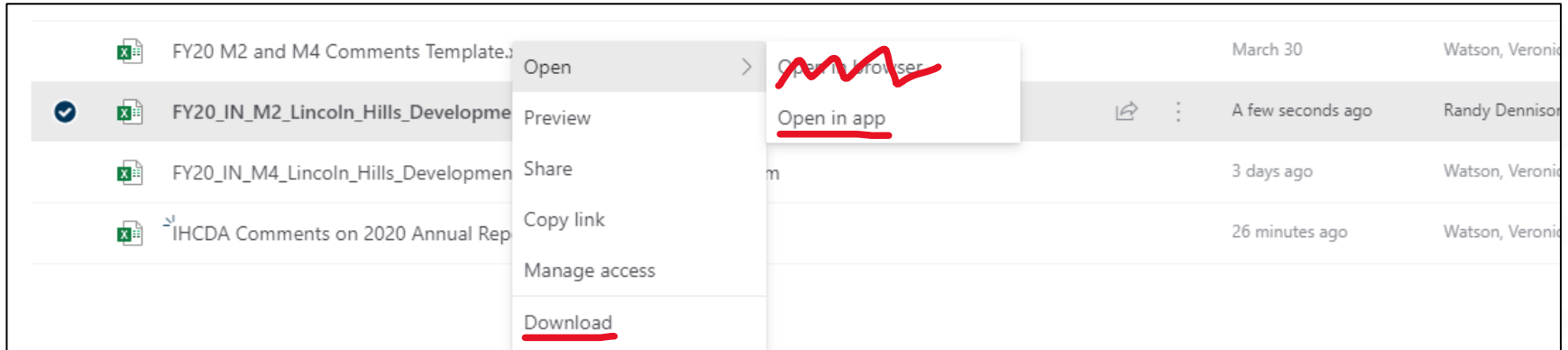
HOW TO ACCESS THE FORMS



Right-click on the form (above) or click on the three dots (below) to bring up the drop-down options



HOW TO ACCESS THE FORMS

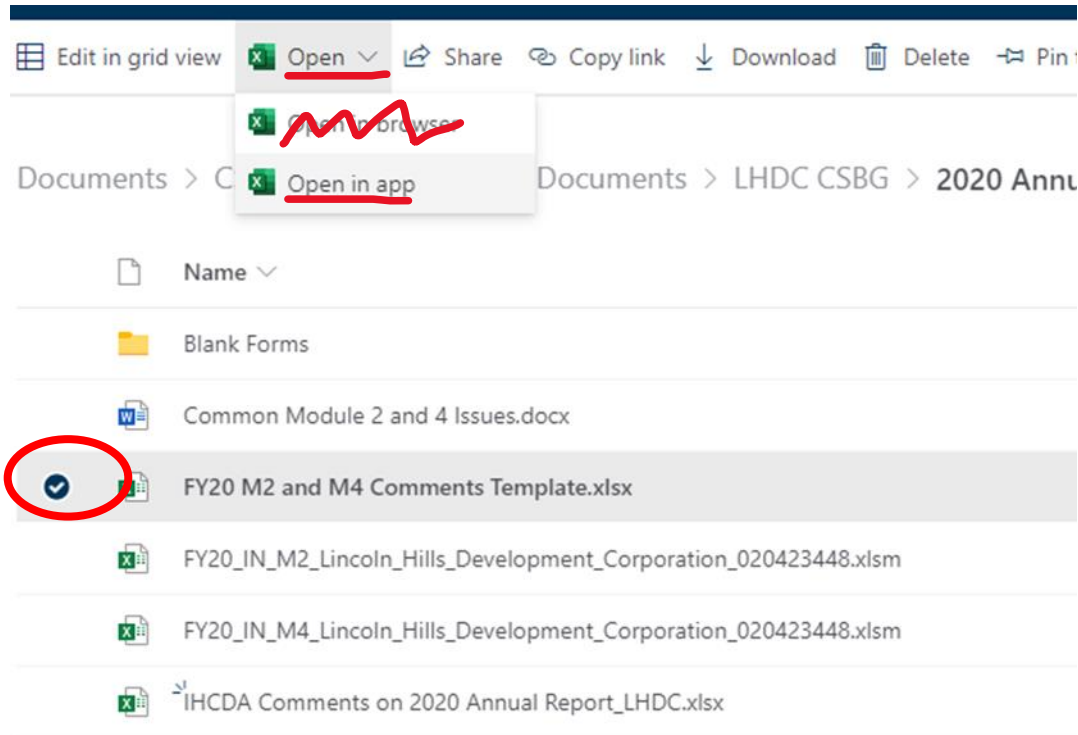


Either download or open the document “in app” (which means in Excel).

- If you download, you will need to upload your saved version into the shared file.
- If you open “in app,” saving should automatically happen.

DO NOT open in browser. DO NOT directly click onto the document’s name – that opens in “in browser”

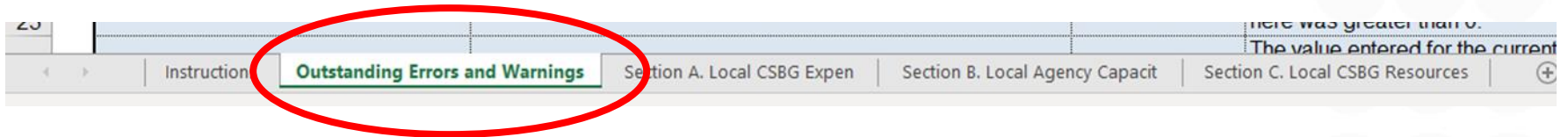
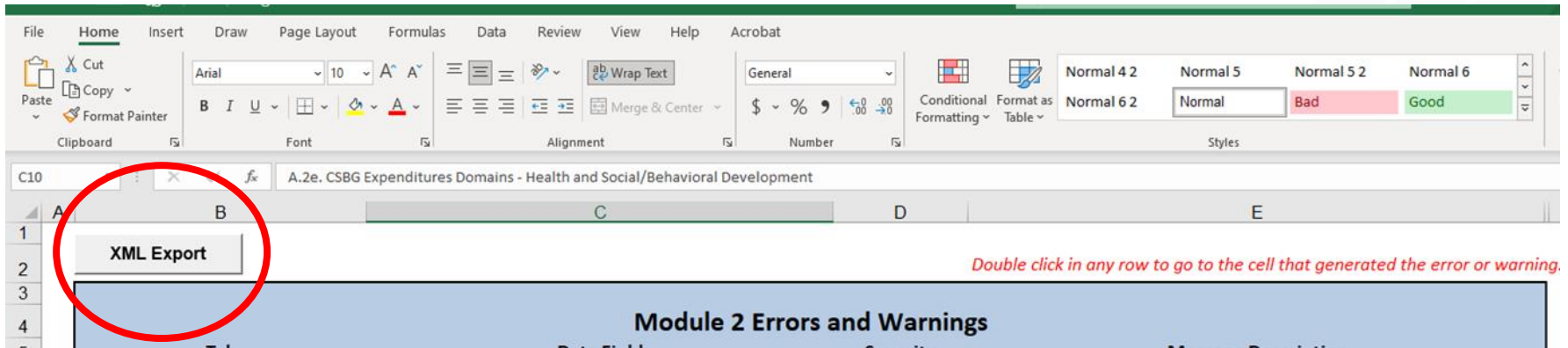
HOW TO ACCESS THE FORMS



Another option is to click on the checkmark to the left of the document name, then click “Open” at the top and “Open in app” from the dropdown menu

Questions?

SIGNS OF A FUNCTIONAL FORM: MODULE 2



XML Export button on the 'Outstanding Errors and Warnings' tab

SIGNS OF A FUNCTIONAL FORM: MODULE 2

A.1 CSBG Eligible Entity Reporting Period:

A.1a. July 1-June 30	<input type="checkbox"/>
A.1b. October 1-September 30	<input type="checkbox"/>
A.1c. January 1-December 31	<input checked="" type="checkbox"/>

Checkboxes for A.1 and A.4 in the 'Section A' tab.

A.4 Details on Agency Capacity Building Activities Funded by CSBG:

A.4.1. Please identify which activities were funded by CSBG under Agency Capacity in Table B. Please check all that apply.

Community Needs Assessment Data Management Other

Strategic Planning Training and Technical Assistance

A.4.1.oth. Please specify Other Activities funded by CSBG under Agency Capacity:

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Instructions | Outstanding Errors and Warnings: **Section A. Local CSBG Expen** | Section

Checkboxes should also be present for B.1 and C.1, and automatically updated based on what you choose for A.1.

SIGNS OF A FUNCTIONAL FORM: MODULE 3

5. Issue/CSBG Community Domains	<input type="checkbox"/> Employment <input checked="" type="checkbox"/> Education and Cognitive Development <input checked="" type="checkbox"/> Health and Social/Behavioral Development <input checked="" type="checkbox"/> Housing <input checked="" type="checkbox"/> Infrastructure, and Asset Building <input checked="" type="checkbox"/> Civic Engagement and Community Involvement
6. Ultimate Expected	

Module3Instructions	created a health clinic, please describe how many individuals and families are expected to be						
	Status Form	Education	Infrastructure Asset	Housing	Health and Social	Goal 2 Civic Engagement	Goal 3 Civic Engagement

Checkboxes for '5. Issue/CSBG Community Domain.'

If you uncheck a domain, the corresponding tab below should disappear automatically.

SIGNS OF A FUNCTIONAL FORM: MODULE 3

Module 3, Section A: Community Initiative Status Form Print

Name of CSBG Eligible	North Central Community Action Agencies, Inc.		
State:	Indiana	DUNS:	167507763
Does this include CSBG	Yes		
Does this include CSBG CARES Supplemental funds?	Yes		
Does this include CSBG Disaster Supplemental funds?	Yes		
Reporting Status:	New		

Use the dropdown menu to select the response where appropriate.

1. Initiative Name	Enter Initiative Name
2. Initiative Year	1
3. Problem Identification	Narrative (Provide a narrative on the scope of the problem)
4. Goal/Agenda	Narrative (Provide a narrative on the goal/agenda)
5. Issue/CSBG Community Domains	<input type="checkbox"/> Employment <input checked="" type="checkbox"/> Education and Cognitive Development <input checked="" type="checkbox"/> Health and Social/B <input checked="" type="checkbox"/> Housing <input checked="" type="checkbox"/> Infrastructure, and Asset Building <input checked="" type="checkbox"/> Civic Engagement and
6. Ultimate Expected Outcome	Module 3, Section B: Community National Performance Indicators (CNPI)
7. Identified Community	Neighborhood
8. Expected Duration	Narrative
9. Partnership Type	Independent CAA Initiative
10. Partners	Narrative (Provide a narrative on the key 1-3 partners)
11. Strategy(ies)	Module 3, Section C: Community Strategies List
12. Progress on Outcomes/Indicators	Final Outcomes
13. Impact of Outcomes	Narrative (Provide additional information on the scope of the impact of these outcomes created a health clinic, please describe how many individuals and families are

To enter data into text fields on the left-hand side of the screen (Items 3, 4, 10, 13, and 16), select the field (e.g. cell C8) and then click the "Edit" button, below. A text box will pop-up. Enter your narrative data into the pop-up.

16. Lessons Learned

Edit

OK 16. Lessons Learned Cancel

Narrative

9 / 5000

Module3Instructions | Status Form | Education | Infrastructure Asset | Housing | Health and Social | Goal 2 Civic Engagement | Goal 3 Civic Engagement | SectionC-Strategies List

When you click 1, 3, 4, 8, 10, 13, and 16, an 'Edit' button should be useable on the right side; when it's clicked, a popup should appear where you can edit text..

SIGNS OF A FUNCTIONAL FORM: MODULE 3

Module 3, Section A: Community National Performance Indicators (CNPIs) - Data Entry Form	
1. Initiative Name	Enter Initiative Name
2. Initiative Year	
3. Problem Identification	Narrative (Provide a narrative on the scope of the problem.)
4. Goal/Agenda	Narrative (Provide a narrative on the goal/agenda.)
5. Issue/CSBG Community Domains	<input type="checkbox"/> Employment <input checked="" type="checkbox"/> Education and Cognitive Development <input checked="" type="checkbox"/> Housing <input checked="" type="checkbox"/> Infrastructure, Assets, and Services
6. Ultimate Expected Outcome	Module 3, Section B: Community National Performance Indicators (CNPIs) - Data Entry Form
7. Identified Community	
8. Expected Duration	Narrative
9. Partnership Type	
10. Partners	Narrative (Provide a narrative on the key 1-3 partners.)
11. Strategy(ies)	Module 3, Section C: Community Strategies List
12. Progress on Outcomes/Indicators	Final Outcomes
13. Impact of Outcomes	Narrative (Provide additional information on the scope of the impact of these outcomes. e.g. If an initiative created a health clinic, please describe how many individuals and families are expected to be impacted.)

Module 3, Section B: Community National Performance Indicators (CNPIs) - Data Entry Form

Education... | Infrastructure... | Housing | Health... | Civic Engagement...

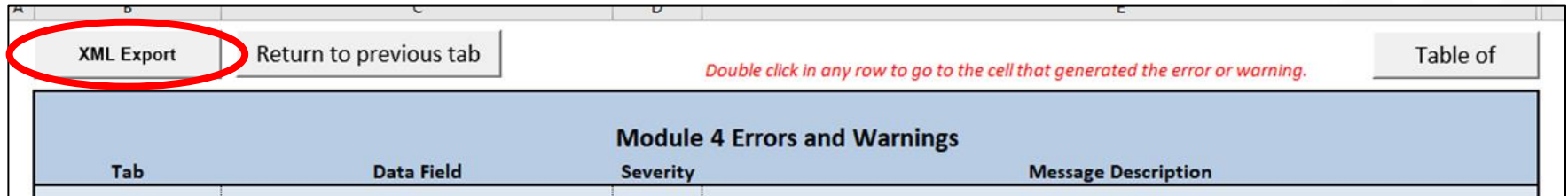
Education and Cognitive Development (check all CNPIs for which CAA has outcomes to report)

- CNPI 2a Number of accessible and affordable early childhood or pre-school education assets or resources added to the identified community.
- CNPI 2b Number of accredited or licensed affordable child care facilities added in the identified community.
- CNPI 2c Number of new Early Childhood Screenings offered to children (ages 0-5) of families with low-incomes in the identified community.
- CNPI 2d Number of accessible and affordable education assets or resources added for school age children in the identified community. (e.g., academic, enrichment activities, before/after school care, summer programs)
- CNPI 2e Number of accessible and affordable post secondary education assets or resources added for newly graduating youth in the identified community. (e.g. college tuition, scholarships, vocational training, etc.)
- CNPI 2f Number of accessible and affordable basic or secondary education assets or resources added for adults in the identified community. (e.g. literacy, ESL, ABE/GED, etc.)
- CNPI 2z Other Counts of Change for Education and Cognitive Development Indicators.

- CNPI 2g Percent increase of children in the identified community who are kindergarten ready.
- CNPI 2h Percent increase of children in the identified community at (or above) the basic reading level.
- CNPI 2i Percent increase of children in the identified community at (or above) the basic math level.
- CNPI 2j Percent increase in high school (or high school equivalency) graduation rate in the identified community.
- CNPI 2k Percent increase of the rate of youth in the identified community who attend post-secondary education.
- CNPI 2l Percent increase of the rate of youth in the identified community who graduate from post-secondary education.
- CNPI 2m Percent increase of adults in the identified community who attend post-secondary education.
- CNPI 2n Percent increase of adults in the identified community who graduate from post-secondary education.
- CNPI 2o Percent increase in the adult literacy rate in the identified community.
- CNPI 2z Other Rates of Change for Education and Cognitive Development Indicators.

When you click on the blue text for 5 and 11, a popup screen should show with checkboxes.

SIGNS OF A FUNCTIONAL FORM: MODULE 4



‘XML Export,’ ‘Return to previous tab,’ and ‘Table of’ buttons all appear on the ‘Outstanding Errors and Warnings’ tab.

SIGNS OF A FUNCTIONAL FORM: MODULE 4

Employment (FNPI 1)	I.) Number of Individuals Served in program(s)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome	V.) Performance Target Accuracy (III/II = V) (%)	NPI Entry Status
FNPI 1a The number of unemployed youth who obtained employment to gain skills or income.	40	55	26	65%	47%	OK

‘NPI Entry Status’ says ‘OK’ or ‘Warning’ once entire row is completed.

If you copy and paste, that message may not trigger automatically. You should be able to click on one of the cells in the row, and then hit ‘Enter’ on your keyboard to make it work.

Questions?

Thank you for participating in this webinar.

**If you have any unanswered questions,
please contact us at
CSBG@ihcda.in.gov**