

NWX-CNCS

**Moderator: Tamika Becton
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1:00 pm CT**

Coordinator: Welcome and thank you for standing by. All participants will be on a listen-only mode for the duration of today's conference. During the question and answer session you may press Star 1 if you wish to ask a question over the phone.

This conference is also being recorded. If you have any objections you may disconnect at this time. I will now turn the conference over to Kara Balcerzak. Thank you. Please begin.

Kara Balcerzak: Thank you so much. And thank you everyone for joining us today. Just as a reminder there is also a Webinar component of this call so please make sure you're logged into the WebEx as well. And the password to get into that Webinar is tribes.

So again my name is Kara Balcerzak. I'm a Program Officer in the Minnesota State Office of the Corporation for National and Community Service.

I'm also joined today by Jill Sears who's a Program Officer in our New Mexico Office. And you'll be hearing from her later in the call.

And with three other colleagues Katherine Gregg and Tamika Becton from Senior Corps, and Lisa Guccione who is in our Ohio office who will also be available to help answer any questions for you at the end of the presentation today.

So on this call we'll be providing some brief information about performance measures requirements for the Foster Grandparent and the Senior Companion programs. And we'll be walking you through how to enter them into eGrants, our online application system.

We won't be getting into a lot of details about which service activities fit into which performance measures. You can find that information on the National Performance Measures Instructions documents that are available for each program on the competition Web site.

So let me just show you we don't have a PowerPoint today. We're to be working with the resources that we have online and then hopefully giving you a good overview of the module in eGrants as well as some of our resources that will help you prepare to enter the information about your performance measures and work plans.

So here is the Web site for our competition. This is the Foster Grandparent Program page. There's another program for Senior Companion Program as well.

We're going to start off talking about Foster Grandparent's work plans. And a lot - there are a lot of similarities between the Senior Companion and Foster Grandparent work plans.

So even if you're only intending to apply for Senior Companion this is definitely relevant for you as well.

So you can see here on the landing page for the Foster Grandparent Program competition there's a lot of documents that are available to you here that will support you as you work on your application.

I'm going to just go down we're going to look at the application instructions which if you scroll down here you can find here under part two.

There is a Notice of Funding Availability which we had a previous Webinar to go over. So that replay is available if you missed it. The grant applications are instructions are available by clicking on this link.

So I'm just going to open those instructions here. We're going to start off talking again about the performance measures. And you can find detailed instructions in application on those.

For the Foster Grandparent Program - well I'm sorry for all - both programs we're using the terms performance measures and work plans. So a performance measure is the output or outcome that you will be reporting on to indicate the results and impact of your volunteers activities.

And the work plan is the part of the application where you describe the services the volunteers will provide and connect those services to a community need as well as your performance measure outputs and outcomes.

And here on Page 10 of the application instructions you can see some information about the requirements for performance measures for the Foster Grandparent Program.

You can see that at least 75% of your volunteers will need to be in work plans that include both outputs and outcomes. And you can have up to 100% of your volunteers in this section but it's a minimum of 75%.

And many of you know outputs typically indicate what activities are performed such of the number of students who received tutoring whereas an outcome measures the long term impact of those services on the recipients.

So for example it could be the number of students who received tutoring who now have stronger reading skills or increased attendance at school. So the outcome is really about the impact the long term impact on the recipient of service.

And so for that reason all of our programs really emphasize and encourage applicants to put as many volunteers into positions that have outcomes as possible.

So for the Foster Grandparent Program as I said you're going to have 75% to 100% in work plans that result in outcomes. And those are going to be within the parameters of K-12 success or school readiness.

And then a maximum of 25% can be in work plans that only involve outputs. And there are a couple other categories they could fall into there such as economic opportunity. And again there's more information about that on the - on some of the other resources on our Web site.

So back to the Web site before we open up eGrants I want to show you some more materials that are going to help you prepare for that.

So again there's the Notice of Funding Availability and the Grant Application Instructions. The eGrants Visual Instructions are actually going to walk you through screenshots of how to enter everything into eGrants.

And so we're going to be doing some of that here on this call but you can also refer to that later as a resource.

And then the FGP National Performance Measures Instructions that's where you're going to find more detailed information about each of those performance measures.

So if you're not sure what activity would fit into economic opportunity versus the activities that would fit into K-12 success that document is going to have all that information there for you. It also will define key terms that are used in the performance measures. And describe how to calculate measure and collect data.

So further down on this page under resources for applicants there are a few key documents that are going to help you complete the performance measures and work plan section of the application.

So the one we're going to be working with right now is this one the FGP Performance Measures Worksheet. You'll notice also that the link to eGrants which is our online application system is right above it.

So the FGP Performance Measures Worksheet is an optional document. You do not have to submit that as part of your application but we would encourage you to use it to draft your plans before you enter them into eGrants.

So I already have this document up. You can access it by clicking on this link. I'm just going to pull it up here. The beginning of the document goes through some definitions used in our programs and some requirements around volunteers which we're going to talk about a little bit more shortly.

And then the bulk of this document is a series of tables. Now what you'll see here is that each table contains - there's a table for each possible combination of output and outcome.

So for the Foster Grandparent Program there are five possible outputs that you could use for your volunteer service activities. And each one of those outputs has between one and three possible outcomes. So there are a bunch of tables in this document because every possible combination of output and outcome has its own table.

You of course do not need to fill out all of these tables. You may only choose one output and outcome pair for your application, you may choose more. But all of the possibilities are here so that you can use this document for your planning purposes.

So I'm going to show you - we're going to now go into eGrants. And I'll - we'll go back and forth between a completed version of this document as well as the screen in an eGrants where you'll be inputting information from this document. So let's head over into eGrants.

So this is the homepage for eGrants once you've logged in. Now this is a test environment we're using to show you this today. So it might look slightly different but this should be basically what you're going to end up seeing.

So I'm already logged in here. And I have also already created my application. So we'll be having a call next week where we go over how to create your application, how to create your eGrants account and go over all of the other aspects of the application. And that call - so that call is one week from today on April 23 at the same time.

Today we're just going to be focusing on the work plans module that includes the performance measures. So once you've logged into eGrants you will see right here on the right side of this screen View My Grants and Application.

And then this line right here that says Three Grantee Edit of application and reports that means that there are three applications right now that are in grantee edit status meaning that I as the grantee or potential grantee have created these applications and they're still available for me to edit.

So I'm going to click that link. And now it's showing me that I have three applications that I've started. And that status grantee initial entry means that I have just initially started to enter the application. I have not submitted it yet to CNCS.

So we're going to work with the Foster Grandparent Program applications. You just go back in and click Edit. And now here is the main screen that you're going to navigate in order to enter everything into your application.

Today again we're just working on the work plans. And so right here on the left you'll see the different sections of the application. We're going to click the work plan section.

And now you'll see this click Here to Enter Work Plan. Okay so now we're in what we call the Performance Measures Module.

So again the performance measures are the outputs and outcomes you'll select. And those get selected here within the work plan which describes their volunteer service.

So when you first start some of these tabs may be grayed out. I've already created a work plan and then delete it. So they're still showing me as available. But when you first log in for the first time they might be grayed out which is completely fine.

This module is designed these tabs here at the top there are five different tabs starting with homepage, objective, performance measure, target and summary. And they're designed to start you with homepage and take you through each tab one at a time.

So right now because I have gone in here and worked before there's a continue working button but you're likely not to see that. What we're going to start with is Add New Performance Measure.

Okay. So now we're in - oh I'm sorry. We need to back up. Sorry. We have to - the first thing we have to do is actually click Objective. I'm sorry. I think that because I had created something before it gave me a different option. But you just want to go tab by tab.

So within objectives again we've got these two possible focus areas. Economic opportunity again that's an area where there's no outcome link to it. That's where you could have a maximum 25% of your volunteers placed. You could have as few as zero.

And so because this is not the primary area where Foster Grandparents serve we're not going to use that as an example today. I'm going to focus today on education as an example.

So when you first go in here nothing will be checked. So let me just now just think about which one you want to check? I'm going to take you back to that work plan worksheet that we talked about.

And here I'm going to open up a sample completed one. So this is a sample completed worksheet to help you enter performance measures.

So I the potential applicants have completed this in my Word document. We always encourage people to draft all of your materials for application in Word or another word processing software to ensure that you don't lose it and that you have access to everything and you have access to spellcheck and all of those things here.

So I have completed this table here. And then there is some additional information that the table doesn't include that I've just added into this Word document. And I'll talk about that as we reach each activity.

But the first thing you can see that you - that I've chosen here I've chosen the output I want to use which in this case is the number of students that completed participation in CNCS supported K-12 education program.

And then ED 27 is the outcome I've selected which is the number of students who have demonstrated improved academic engagement. So the output kids who have been served, outcome, how they've been impacted they are now more engaged in school.

So here if you choose this service activity we're going to say this is a K-12 education program. So jumping back to the eGrants module we're going to choose K-12 success. And then you're going to click Next.

Okay so now it's giving you the opportunity to start entering everything piece by piece. And what you'll see here is that this is where there's a direct connection between the worksheet and the module. Things may look slightly different but the information should translate from one to the other.

So the category title it's not going to be other it's going to be the Agency Wide Education Outcome. Again at least 75% of your volunteers need to be in those education outcomes. And the outcome we've chosen for this fits within that. Then you have the objectives. And here K-12 success is already selected because that's what we selected on the objective screen.

The next thing that you're asked for is the community need. So Page 15 of the application will give you the definitions of what is needed in each of these sections. You'll see that eGrants is actually not going to prompt you with a full explanation of what we mean by community needs.

So I don't want to flip back to the application because I know that can slow the system down but I do want to just - for you to make a note that it is on Page 15 of the application.

So what it says on Page 15 of the application is that the community need you need a community need for each output that you select.

And the need should be it should explain the compelling need that will be addressed by the volunteers.

You want to describe the need in enough detail to convey its importance in the community. And using local statistics can often be very helpful to help make that case.

You also can describe the consequences of the need going unmet in the community, describe why Foster Grandparent volunteers can be effective resources to meet that need, and make sure that you're describing the need in a way that is clear to people unfamiliar with your community. Don't assume that other readers have an existing understanding of your community or your needs.

So again you will have hopefully already drafted your community need in your Word document. So let's flip back the community need. I've highlighted in yellow on this worksheet the different pieces that I have created or selected so you can kind of see where you'll be filling things in.

So I've already drafted my community needs. And I've hopefully I've use of local statistics and explained the need really well. And I'm just going to copy and now go in here and hit Paste.

Okay. The next item here is the output. Which is again the immediate result of the volunteer services. And if I flip back to let me just say too so there's output and then there's an instrument.

And the instrument is the tool you're going to use for data collection so that you can measure that output. So there's the output and the output instruments. So let's just jump back to our worksheet.

And again we chose output ED 2 number of students that completed participation in CNCS supporting K-12 education program. Now you'll select

your outputs and outcomes hopefully as a result of the community needs that you've documented.

And perhaps working with some stations where you'll be intending to serve as well as maybe a community advisory group that has given you input on what the community needs and what the community wants.

And so you'll pick your outputs and outcomes based on what makes the most sense for your community, and what your community is able to track and what they're actually trying to impact.

So we've selected in this example ED 2. And the output instrument we've chosen is an activity log. So let's go back. You can see that right now the instrument is grayed out. You can't select that until you've selected your output. So within the category of K-12 success there are only two possible outputs you can choose between. So let's go ahead and choose ED 2.

Now you'll see that the instrument has gone to black which means I can actually access it now. And the outcome also was grayed out before but now the outcome also is available to me. So the instrument again I've got three options activity log, attendance log or other. I'm going to use an activity log.

And then the system is prompting me for an instrument description. Now the instrument description this box is kind of small but you can definitely have a response that's longer than that box so don't let the system sort of mislead you.

There's not really a connection between the size of the boxes in here and our expectation for how long your response might be.

So under instrument description you can provide a name of the tool if there's a specific name you might use maybe it's a computer like a piece of software you're going to use you could name it. You also want to include a description of who is going to collect that information and from whom? And then how it's going to be transferred from perhaps the school or the other station where your volunteers are serving and given to the program director which might be you at the tribe.

So I have drafted an instrument description. So back to my worksheet. So the table that the worksheet provides you doesn't actually include a place to prompt you for that instrument description. But I went ahead and drafted it and put it in here so that I could just have it saved and make sure that it's available to me.

Also if you're going to have colleagues who are going to be reviewing your application it might be easier for them to review it in a Word document than to log into eGrants if they don't have an account.

So again I've drafted my instrument description. I'm just going to copy it here. And again my sample description includes a description of the teachers will maintain the log.

We're going to list the different information that they're going to track which would be the volunteer hours, activities student means, when they're going to submit that log to their station supervisor and who is going to aggregate that information.

So again the different details you might include here will vary depending on your system. But the important thing is to really show that you've thought this through enough to have a realistic plan in place to collect that data. So again

as you can see here as I scroll it's much more information than fits just within what's visible in that box and that's perfectly fine.

Okay so now the next item is the outcome. So if I drop this drop this dropdown menu I'll see that there are three possible outcomes that can go along with the output I selected.

So let me go back to my completed worksheet and I'll see the outcome I selected was ED 27 which is the number of students served who have demonstrated improved academic engagement.

And again if you want to know how we define improved academic engagement the performance measure sheet that you can find on the competition Web site will go into definitions about that.

So ED 27 is my outcome. It's given me three different options as for how what instrument I'm going to use to collect and I'm going to pick the teacher pre and post-survey.

So going back here here's ED 27. Now the instrument you see went from gray to black now because it's repopulating it so teacher pre post- survey I'm going to select.

And again you want to enter an instrument description which is, you know, who is going to collect this data and how often and how. So going back here I have also drafted that and I'm just going to copy and paste that right into eGrants.

You'll notice that the formatting goes away so the yellow highlights that were on my Word document are not transferred into the eGrant system. It is plaintext that we're working with.

So just be aware of that and make sure that if you have any symbols or anything else or bullets just know that it might - the formatting might get lost or messed up in some ways so make sure you pay attention to that and take a look at that within eGrants.

Okay so the final thing on this screen is asking me is to select the service activities. So the service activity is the task at the volunteers will perform. You're going to both select something from this checkbox as well as enter a description about it.

And again your description is going to be much longer than what fits in this box because the service activity description needs to explain what the volunteers are doing. Again this information is on Page 15 of the application.

It's going to describe what the volunteers are doing in a way that shows how they will achieve the outputs and outcomes. So you want to make sure that the activities they're performing are connected to the need and then the outcomes that they're going to achieve.

You also should explain who the beneficiaries are, what the volunteers will be doing with them, how often service leads will be provided and for how long at each time. And then say where the service will take place. Okay. So the service activity description if we go back to our completed work plan worksheet again the service activity description is not an item in that little table. So I've added it down here to describe the service activity. And you can see it's quite long.

So we're just going to go back to eGrants. Now you've got this option. You can see we have to decide which box we're going to paste that into. Things like Reading Corps, Reading Partners those could be evidence-based models that you might choose to use.

It's probably most likely that the - you may use something like tutoring, other tutoring public school or tutoring faith-based schools. Those are probably the most common options. But you can select anyone that is appropriate for what you're planning to do.

For this example I said that we're going to have tutoring in a public school. And then I'm going to paste this maybe here. Now the other thing you can do is if you're going to be using a mix of public schools and faith-based schools or maybe you're going to have public schools and then like an afterschool program which could fall into other you could select both of these.

So if the community need, the output and the outcome are all the same for say the after-school program you're going to use as well as the public schools then you could actually check both of these at the same time and this will generate - well I'll show you what it's going to generate so let's just do that.

I'm going to paste a service activity description here. Now if I'm - if these activities are happening in an afterschool program versus a public school I might want to modify the service activity description a little bit to show that. But let's just say that they're both set. So now we're going to go down here and hit Add PM which means Add Performance Measure.

Okay. So now you can see what I've done is it added it up here. And even though I picked both the afterschool program and the public school they're

both sort of embedded within this. And we'll see in a future screen where they get separated.

So let's say that this is going to be my only set of performance measures. So I'm done with that so I come down here at the bottom click Next. Okay so now we're at the target tab. This is where we're going to actually enter our targets for outputs and outcomes. What you can see here is that it's separated the tutoring public school and the tutoring other.

And this is a way for you to just keep track and help report to us where your activities are taking place because we can aggregate and paint a picture of how Foster Grandparents are being used across the country when they're separated out this way.

So what you can see though is that the output is ED-2 for both. The outcome is ED 27 for both so we're really using - for your purposes you're going to probably be collecting data in very similar ways. But now we have to decide where our - what our output targets are going to be. So this is where we can go back to again our worksheet.

And you can see that we have entered targets here for everything. So we've got our number of unduplicated volunteers, our number of total volunteers, our number of volunteer stations which again are the schools or other places where the volunteers are providing service your output target.

Since the output is the number of students that completed participation your output target is that number of students so we're saying 50 students.

The outcome target we're saying that 37 out of those 50 students will have achieved their outcomes. So let's just go back in here. Now again what I just

entered in eGrants would suppose that there's also a work plan in tutoring others so you might have entered some numbers here for that other work plan as well.

But let's just start off with saying that we have 25 volunteers that are unduplicated as well as 25 total volunteers and five volunteer stations. So let's just go start entering this here, 25 here, 25 here and five volunteer stations. We had an output target of 50 and an outcome target of 37, so I'm also going to add those.

And that's all we have entered for that. Now if we do have another station or we have another set of stations that would be in this other tutoring plan so we can just click let's just invent some numbers here.

Let's say that here we have fewer students in the after-school program so we're going to have a target of reaching 15 students here. And let's say that we're going to have 12 of those are going to achieve the outcome. And let's say that we just have - let's say we have one station. And let's make up some volunteer numbers here.

Now what you'll see that what's happening as we do this is we have a total number of unduplicated volunteers that should be entered here. So what we have actually done is we've placed 35 unduplicated volunteers. So I'm going to update that number to reflect that.

Okay. So if you tell the system your total number of unduplicated volunteers using this blank right here it's going to automatically total the numbers in all of your work plans.

Now right now we only have two different work plans it's pretty easy for us to track but if you had more than that this tool might be helpful for you. So it's telling you you have 35. You've already placed them all so you're in good shape. Again at least 75% of your volunteers must be in work plans with outcomes.

Here we've placed all of them. It's telling you that that minimum would be 26 to reach that 75% goal. We've actually placed them all in work plans with outcomes so we're set on that front.

The final thing I just want to say here is the question of unduplicated volunteers versus total volunteers contributing. What this is getting at is right now we're showing that those numbers are the same but they might not be the same.

So if you have one volunteer that maybe is serving a few hours a week in a public school and a few hours a week in an after-school program then you might want to count that person or you're going to want to show that they're serving both places.

And so that's where you would say the total number of volunteers contributing. So let's say that it might be 11 here and 25 here. The - you don't want to - for the purposes of your unduplicated volunteer count you want to count that person only in one work plan so that we have a clear sense of how many individual volunteers you're actually serving.

And so the volunteers should be counted in the area where he or she will make the most impact in terms of the scope of service or the type of service they're providing or the number of hours served.

So it's up to you to decide if someone is serving in categories the fit into multiple work plans which work plan you want to assign them to for the unduplicated volunteer counts.

Okay so I know I just threw a lot of information out to. That is the end of the entering of the work plans. When you click next here takes you to the final Summary Tab which shows you some pie charts about how your volunteers are broken out.

All of our volunteers are doing the same kinds of activities. They're just in two different places but they're doing the same activity so you can see all of our pie charts are 100%.

And then when you scroll down you can view the two different work plans and you can minimize each one and view them separately. Okay so I'm going to hand it over now to Jill Sears who is going to walk us through the Senior Companion side of the work plans. So you'll have the chance to walk through one more time with Jill.

Jill Sears: Great. Thanks Kara. Give me a second here to get a little situated. What we're going to do now is take a look at the Senior Companion can you hear me okay also? Do a sound check.

Kara Balcerzak: Yes you sound great.

Jill Sears: Okay thanks. What we're going to do now is take a look at the Senior Companion work plan. So we're going to see a lot of information that looks pretty similar but in the context of Senior Companion.

And just give me a second to login here because believe it or not when Kara when we shared desktops I got kicked out of the test environment so I'm just killing a little time here logging back in.

Kara Balcerzak: Okay. And I do while she's logging in I just want to remind everyone I kind of feel like that was a whirlwind of information maybe because there were so many documents I was flipping back and forth between.

But I do want to remind you that we will have time for questions at the end of the call. And also all of the documents that we are using are available on our Web site on the Tribal Grants pages.

And this call is also being recorded so you can have the joy of listening to it again if you would like to run through it again once you start working on it on your own. You might have new questions pop up and it might be helpful for you to review it again so that's also available.

Jill Sears: Great. Thanks Kara. Okay so for the Senior Companion program you'll notice that there is an equivalent kind of page on the Internet that has all of the information and resources that you might need to make your 2015 Senior Companion Program Indian Tribes Competition Application.

And similarly we'll scroll down the page here to find the documents that we're going to use in order to build work plans.

So what we would have done to get to a point where we are getting into eGrants to enter the information is take a look at the (NOFA) looked at the grant application instructions, looked at the national performance measures instructions and scroll down to these resources and probably grabbed the

Senior Companion Program Work Plan Development worksheets in order to get everything together and to build our work plan before getting into eGrants.

Because like Kara mentioned that system itself isn't a smart or super smart system so it will give you some validation rules. But it's not going to walk you through all of the components of the work plan that you might want to have in order for you to get in here.

So for instance let's take a quick peek at the application instructions for the Senior Companion Program in the application instructions. Part 3 Section B starting on Page 18 is where we start to look at the requirements.

And here for the Senior Companion program we can see that between 90% and 100% of your unduplicated volunteers must be in work plans that result in aging in place outcomes which are either independent living or respite care work plans.

For the Senior Companion program all of the placements are in the Healthy Futures Focus area. So we are really looking at what something that drills down to independent living or respite care for the majority of the work plans placements.

You can see here also that there's a second requirement that between 0% and 10% of unduplicated volunteers might be in a work plan that reports on only the number of clients served.

And this option exists really to allow existing grantees that serve individuals who aren't meeting the definition in requirement one to continue serving those clients as they bring their programs into alignment with these new definitions which is a long story short.

But it's unlikely as a new applicant that you would be really looking at this second requirement or building a work plan in that area. So again what we would have done to build a work plan is taking a look at the performance measure instructions. This is the front page.

Scroll down and kind of taking a look at the outputs and outcomes that are available. In the Senior Companion Program there really to again primary output outcome pairs that are available to Program 10.

And, you know, when I develop my program here my worksheet based on my community need and what I thought that the Senior Companion Program could achieve in my community is what I used to base my decision on which work plan to build.

So presumably I read through the definition of key terms and how to calculate and measured data for both of these the output and the outcome, made some decisions and then went over to my work plan worksheet and filled this out.

So and then of course I cross-referenced application instructions to see what questions I needed to answer in order to fill out the community need, the service activity description and the output instrument description.

Because as we see in the work plan module itself which is somewhere in here that we aren't prompted to answer the questions that are needed that we should be answering in order to fully develop the work plan.

So back to sort of the navigation part, so here we are. We started the Senior Companion Program application. We are going back into it to edit it. And we

will navigate over to the work plan section in order to begin inputting our work plan information hopefully.

Okay, so here we go. As you can see eGrants has a lot of different areas that you'll fill out. And in the upcoming Webinars that are scheduled we will walk through some of those other components of the grants. Today it's really specifically looking at the work plan module or the performance measures module.

So similar to Kara I had started this earlier. We are continuing to build performance measures. But as you can see everything up here might be grayed out the first time you go in.

And the module will require you to kind of go through it sequentially on your first run through. Okay so let's take a look at our worksheet. Here I have my community need all written out. I'm going to simply copy and paste. Copy and paste in my community need.

I only have an option here for independent living and respite care or other. This other is like I had said before the work plan that is unlikely that you'll be using as a brand new applicant.

Our objective is always aging in place. We've got our community need entered and we had decided already to go with H8 which is the number of individuals receiving independent living services.

And you can see here that this is an abbreviated version of what the measure, what the full measure says.

So if we're only looking at the work plan module we might overlook the fact that the definition of clients who can be served is a bit broader than what is shown in here. You can see that the work plan module doesn't have a lot of screen space and so sometimes we'll use abbreviations.

We've had selected a particular output instrument on the worksheet. You can see we have all of the options available for any kind of work plan that might be able to be able to be built for the output and outcome selected.

Some of these service activities may or may not be appropriate to a Senior Companion Program. So what happens in the work plan or the performance measures module is that the options that are available are available to every program in the Corporation. It's not like narrowed down based on what might be appropriate for a particular program.

So again that's why it's important to take a look at the performance measures instructions and read through them and understand the key definitions and have a good idea of what your service activity that your volunteers is that they're going to perform before you actually start kind of building this out in eGrants. We are going to - one of the most common activities for senior companions is companionship. So we are going to use that work plan.

Like Kara had shown with the Foster Grandparent example we could if we want to do if we were serving stations or if we had stations that were specifically at the Department of Veterans Affairs we might want to build out a second work plan in order to be able to tease out that information when we're reporting.

But if that's something that we don't know going into it or if we're not planning on building relationship to build stations at the Department of

Veterans Affairs we can just go ahead and move forward with companionship which is what we'll do today. So here we can see the enter instrument descriptions box. And what we're going to do here is some we're copying and pasting.

And you can see again based on the size of the box and based on what we've written now here I mean this isn't a giant instrument description but it might be more than what it looks like you might enter based on the size of the box.

So do a copy paste. We know that we've answered the question completely because we looked at the application instructions and made sure that we hit all of the questions that were asked.

H9 is the only outcome that is available with H8 so we know that we are going to be looking at the number of individuals that are reporting increased social ties or social support which is in fact a little bit longer than what's here so hence abbreviated.

And the only instrument that's available is the survey. So when we were building the work plan we noticed that a survey is a required - there's a required tool for senior companions that's the independent living survey.

So we know that we're going to be using the survey. When we're writing up the instrument description we're just providing a description of how exactly we're planning on using it and how often which is annually according to which is in accordance with the requirement for the program.

And then we are clicking on companionship and we are going to fill in our service activity description, copying and pasting.

So I know this might seem a little bit redundant doing all of this copying and pasting and sort of watching Kara go through a similar process for Foster Grandparents but it's important to realize that this makes the process a lot easier.

So I click Add PM and we can see here that we have our performance measure showing up at the top in the summary. Here it says it's complete. If we had missed something or left something incomplete that we needed to fill in this would say no.

Also if we had missed something, anything that has one of these little red asterisks it would give us an error message and tell us that we needed to fill it in. So in that sense it's smart. Okay. We click next to move forward to the targets. My projects total number of unduplicated volunteers is 50. That's correct.

So we can go ahead and do some more copying and pasting. We had determined that the unduplicated number of volunteers and the targets make sense in the context of what this program is specifically thinking about doing, how many volunteers they are planning on recruiting and giving sort of a reasonable expectation that this program believes out of 100 clients served that of those 75% or 75 will be likely to report having increased social ties or perceived social support.

So let's go ahead and fill in that information or output target 100 clients, outcome target 75 clients, number of unduplicated volunteers 15. Total volunteers are 50 and volunteer stations are six.

We can hit Review Allocations and that will trigger the system to validate what we've entered. Success. All of our allocation rules were satisfied. That's

great because we had decided to keep it simple and program everything in one work plan.

So now we can go against the summary and take a look at the pie charts. If we had added another work plan our pie charts may not all be 100%. We might see a little bit of variation there but that's okay because what we have done is built a work plan that is appropriate for our particular program. And that is how you build a work plan for a Senior Companion.

The other thing that I want to quickly point out before we go to questions is that sometimes believe it or not the system will give you an error and you may not be able to figure out why that's happening.

So if that happens for you you may want to contact the National Service Hotline. And this is available through the Internet. If you Google National Service hotline you will find this page or maybe you can see the URL up here or write down the phone number 1-800-942-2677. And let's operator go ahead and see what kind of questions we've got.

Coordinator: Thank you. At this time if you wish to ask a question over the phone please un-mute your phone and press Star 1. Again that is Star 1 to ask a question. And any questions we have will take a moment to queue up. Please standby.

Jill Sears: The other thing that all mention right now is that if we - if you have a few of questions let's say you're watching this on replay and you have questions please feel free to email fgpscp@cns.gov. That's FGP as in Foster Grandparent Program and SCP as an Senior Companion Program @cns.gov.

And often if you email a question in there you will likely see a response in the FAQ documents that are posted on the Web page on one of these Web pages

either for the Senior Companion program competition or Foster Grandparent program competition FAQs. Kara do you have anything to add while we're waiting for questions?

Kara Balcerzak: The only thing I forgot to point out to is how do you back to the rest of the application from the eGrant from the performance measures module because...

Jill Sears: Good point, good point.

Kara Balcerzak: ...the navigation links switched the top of the page instead of the left side so I just wanted to point that out to folks.

Jill Sears: That's great. Right so after you validate your performance measures so now I'm walking through this. After you hit validation and you get your success message you do have to go back up to eGrants application at the top in order to return to the application itself.

Coordinator: Operator. I'm showing we have no questions at this time.

Jill Sears: Okay great. Well thank you for joining us or for listening on replay. And like I said if you have any questions please email ftpscp@cns.gov and thanks for watching.

Coordinator: And with that we conclude today's conference. Thank you for your participation. You may disconnect at this time.

END