OFCY Meeting for Career Awareness and Employment Support Programs

September 10, 2020

Connect, Communicate & Collaborate

Agenda

- Introductions/Opening
- Summary of Effective Practices & Concerns
- Grantee Sharing
- OFCY Grant Management Update
- Closing/Reflection

Summary of Effective Practices

- Virtual education and job readiness training
- Limited in-person services following CDC and local public health department guidelines
- Outreach and engagement via virtual platforms and phone calls as needed
- Connecting youth to technology, food, gift cards, etc.

Questions & Concerns

- Safely bringing youth back for in-person services and internships.

- Recruitment of in-school participants during distance learning.

- Tips on making virtual meetings/trainings more engaging.

- Youth dropping out of schools.

- Limited worksites for youth internship opportunities.

Grantee Sharing

- Effective practices – What is working well? What can you share with others?

- What are you planning on doing in the coming months?

- What supports or resources do programs need? What are other concerns?

- What do programs need from OFCY?

OFCY Grant Management Updates

FY2020-2021 Progress Report Due Dates

- Q1: Friday, October 9, 2020
- Q2: Friday, January 8, 2021
- Q3: Friday, April 9, 2021 includes Match Funding Report
- Q4: Friday, July 9, 2021

Quarterly Scope of Work Modifications

Activities & Demographics Modification

- Every quarter, if needed, you will have the opportunity to modify your scope of work by submitting a modifications request through Cityspan.

Budget Modifications

- Budget modifications are only necessary if there is more than a 10% variance in a budget line item from what was approved.

Internships & Employment Activities Cityspan Change

ENCOUNTER LOG   Cancel

Step 1: Select an activity.

Activity

internship 20-21 ▾

Step 2: Enter the reporting period, time worked by youth during the reporting period, the gross payment to youth during the reporting period, and location.

Encounter Period	**Time Worked**

Start Date 📅 - End Date 📅   Hours | Minutes

Gross Payment to Youth   **Location**

▾

Step 3: Find a participant. Click on a letter to view by last name initial or enter search criteria for more direct results.

View by Last Name Initial	**Find by Name or Client ID**

A B C D E F G   First Name   Last Name
H I J K L M N
O P Q R S T U   Client ID
V W X Y Z All   **Find Person(s)**

You will no longer be asked for Location at the time of activity creation. Work site location has been moved to when you enter work records. There is no longer a need to create a distinct activity per placement site.

Example: You are a summer youth employment provider planning to place 50 youth at 10 different employment sites for 100 hours at $14.00/hour. In the past, you had to create 10 different Internships and Employment activities, one for each unique placement site. Using the new method, you will only need to create one I&E activity and can report against this one activity for all 10 employment sites.

Locations: Virtual Programming

1) Select *Locations*

2) Click *Add Location* (yellow tab)

3) Enter all required fields

- Service Site Name – **VIRTUAL**
- Service Site Type – choose **Virtual** from dropdown list.
- Street Address – Organization/Site Location
- Zip Code - Organization/Site Zip Code
- District – Organization/Site Zip Code
- Click *Create*

PARENT/GUARDIAN CONSENT FORM

(For participants age 17 and under)

EVALUATION OF PROGRAMS

The Oakland Fund for Children and Youth (OFCY) provides grants to many programs serving youth and their families in Oakland. OFCY programs serve thousands of youth ages 0 to 21 and their parents/ caregivers and include everything from parent education programs to youth leadership and career development programs.

All programs funded by OFCY are required to participate in an independent evaluation. Part of this requirement is to report on who is served and how much and what types of services participants received. Grantees enter this service information through a secure, password-protected online grant management system. **However, no single participant will ever be identified in any evaluation. Data is only used in the aggregate to report program and fund performance.**

As part of the evaluation, children and youth may be asked to complete surveys and participate in focus groups. The survey, intended for children in third grade and above, asks what children and youth do in their program, how much they like what they do, and demographic information. **Again, no specific child or youth will be identified in evaluation reports. Survey and focus group findings will only be summarized.**

☑ I give permission for my data to be used in evaluation of OFCY funded programs.

Your Child's Name (please print): _____

Your Name (please print): _____

Parent/Guardian Signature: <u>VERBAL/VIRTUAL CONSENT PROVIDED</u> Date _____

VERBAL/VIRTUAL CONSENT OBTAINED BY: STAFF NAME
SERVICE(S) PROVIDED: CASE MANAGEMENT BY PHONE

PHOTO/VIDEO RELEASE

During your child's participation in the OFCY-funded program, they may participate in an activity that is being photographed or video recorded. **These photographs/video recordings may be used with your permission for OFCY promotional purposes.**

The evaluation and photos/videos help tell the story of the impact of OFCY funded programs. This helps to inform the Oakland community about the positive benefits resulting from the public investment of OFCY funds to support programs serving children and youth presently and in the future.

☑ I give permission for OFCY to use photographs or videos of my child.

Parent/Guardian Signature: _____ Date _____

Obtaining Consent for Virtual Programming

Add OFCY language into existing program consent form or virtual program registration/consent form.

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Evaluation Activities

- **Participant Surveys (now – spring 2021)**
  - Online versions available in English & Spanish
  - Links on Evaluation Spreadsheet
  - Fill out request form for language requests and hard copy requests
  - If printing surveys, please make sure all 4 anchoring corners are visible
  - Surveys due April 30th

- **Program Staff Surveys (winter 2020)**

- **Program Interviews (spring 2021)**

Closing & Reflection

Temperature Check

Next Steps

Thank You