

CMS Handbook

HOW TO USE DCYF'S CONTRACT MANAGEMENT SYSTEM

2024-2029 Funding Cycle
Last Modified: 7/9/2024

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RELEASE NOTES

June 2024

New Sections

- Participants & Staff
- Activities
- Outcomes

Changes to Existing Sections

- Described the new Outcomes section in the list of Forms and Modules in Navigating the CMS
- Added additional access details related to the Outcomes and Resources modules in the User Accounts section

April 2024

Initial release of the CMS Handbook for the FY2024-2029 funding cycle

OVERVIEW

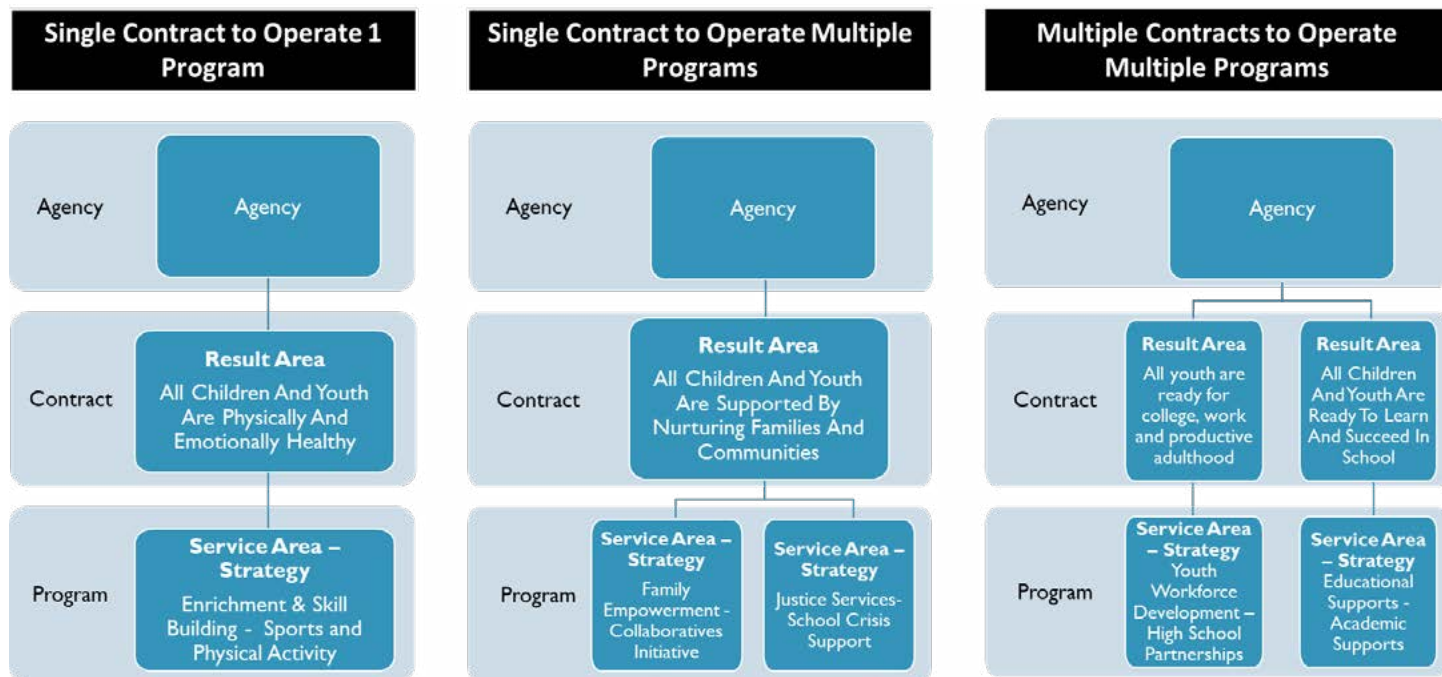
The Contract Management System (CMS) is an online system used by DCYF staff and grantees for grants management, reporting, and invoicing. DCYF contracts with Cityspan, a cloud-based provider of data management systems for social services programs, to manage and administer the CMS. DCYF grantees are provided with accounts to the CMS and are expected to use the system to complete administrative functions, such as submitting workplans, invoices, and reports. The CMS helps DCYF monitor grants and provide regular updates to department stakeholders.

The CMS is updated periodically as needs and circumstances change. DCYF communicates system changes and upcoming deadlines through grantee newsletters and updates on the CMS login page.

Organization of the CMS

The CMS is organized by fiscal year and program. Grantees may receive a single contract (also referred to as a Grant Agreement) to operate one program, a single contract to operate multiple programs, or multiple contracts to operate multiple programs. Upon logging into the system, grantee users see a list of programs funded for the selected fiscal year. Navigating to a specific program gives users access to CMS functions related to the program, such as submitting invoices and entering activity data.

Grantees complete and submit workplans for each funded program on an annual basis. For example, a grantee that receives a single grant to operate two programs will complete and submit two workplans each year. The grantee will submit invoices and report on participants and activities separately for each program. Additionally, each program is assigned a DCYF Program Specialist. Program Specialists are grantees' primary points of contact at the department.



Navigating the CMS

This section provides an overview of the CMS user interface and describes how to navigate the system. The system is best viewed on a device with a large screen, such as a desktop or laptop computer, but it may also be accessed on a mobile device in landscape mode.

Logging into the CMS

Access the CMS at <https://contracts.dcyf.org>. You must have a CMS user account to access the system. Contact your agency's primary Agency Account holder for access. For more information, see the [User Accounts](#) section.

CMS Interface

The CMS user interface is made up of three sections: (1) a top header, (2) a lefthand navigation menu, and (3) a main section with page content.

The screenshot displays the CMS interface. At the top is a dark blue header with a logo on the left, the text "Sample Agency 2" and "Sample OST-BEACON" in the center, and a "LOGOUT" button on the right. A red circle with the number "1" is placed over the agency name. Below the header is a left-hand navigation menu with a light gray background, containing links for "Agency Profile", "Program Dashboard", "Workplan", "Invoices", "Resources", and "My Account". A red circle with the number "2" is placed over the "Agency Profile" link. The main content area has a light gray background and is titled "PROGRAM DASHBOARD" with "FY2024-2025" on the right. A red circle with the number "3" is placed over the "PROGRAM DASHBOARD" title. The dashboard content includes sections for "Result Area" (All Children And Youth Are Ready To Learn And Succeed In School), "Service Area" (Out of School Time), "Strategy" (Beacon Community Schools), and "Target Population(s)" (Everett Middle School). Below this is a "FUNDING OVERVIEW" table with a background image of the Golden Gate Bridge.

FUNDING OVERVIEW	
Agency Budget	\$2,500,000.00
Total Program Budget	\$100,000.00
DCYF Grant	\$100,000.00

The *top header* provides information on the page context. There are two primary page contexts in the CMS: (1) an agency context for pages relevant to multiple programs (e.g., *Agency Profile*) and (2) a program context for pages specific to a single program (e.g., *Program Dashboard*, *Workplan*). The agency context shows the name of the grantee agency in the top header, while the program context shows the name of the currently selected program in addition to the name of the grantee agency in the top header.

The *lefthand navigation menu* presents links to different pages and modules depending on the current page context. The next section provides an overview of the various forms and modules in CMS. Access to certain pages and modules may be limited based on the role of the user.

The *main section* shows page content and may contain additional navigation elements at the top, such as links or dropdown filters.

Forms and Modules

The CMS is made up of various forms, modules, and reports. The list below provides a brief description of the main pages and functions of the system. These are described in more detail throughout the handbook. Some CMS modules are still in development and are planned for release in June 2024.



Agency Programs. The *Agency Programs* page is the first page users see after logging into the CMS. This page presents a list of programs accessible to the user for the fiscal year that is currently selected.

Use the Fiscal Year dropdown filter at the top of the *Agency Programs* page to change the fiscal year and view programs funded under a different fiscal year.



Agency Profile. The *Agency Profile* is a form that captures agency-level details. It is part of the workplan and shared across all programs each fiscal year.



Agency Accounts. The *Agency Accounts* page allows Agency Account users to view and manage CMS user accounts. For more information, see the [User Accounts](#) section.



Program Dashboard. The *Program Dashboard* is the first page users see after selecting a program from the *Agency Programs* page. The dashboard presents program-level summary data and indicators.



Workplan. The *Workplan* module is a series of forms used to complete annual workplans. An Agency Account is required to edit Workplan forms. For more information, see the *Workplan* section.



Invoices. The *Invoices* module is used to complete and submit monthly invoices. The module is only accessible when the program workplan is in an Approved state.



Participants & Staff. The *Participants & Staff* module is used to register program participants and staff and record their demographic information. Participants must have complete registrations in the Participants & Staff module prior to being enrolled into activities.



Activities. The *Activities* module is used to report grant-funded activities, enroll participants, and submit participation and attendance information.



Outcomes. The *Outcomes* module is used to view an unduplicated list of active program participants and report outcomes.



PQA. The *PQA* module is used to view and edit Program Quality Assessments. An Agency Account is required to view program self-assessments.



Upload Tool. The *Upload Tool* provides an interface for uploading participant, activity, and attendance information in bulk using spreadsheet templates populated by the user. The tool can be used to assist in importing data into CMS from other administrative systems.



Resources. The *Resources* module is a repository where DCYF staff and grantees may upload grant-related documents and resources. Files uploaded by grantees are specific to a program and fiscal year.

Buttons and Icons

Buttons and icons are found throughout the CMS where data is entered or submitted. The following list provides a brief description of their functionality.



PDF

Downloads a PDF copy of the current page or selected item.



Back/Return

Returns to the previous page in CMS.



Save

Saves your work or progress on the current form.

SUBMIT

Submit

Validates data entered on the current form and submits the form.

UNLOCK

Unlock

Unlocks the current form for edits. Submitted forms may require special permissions for unlocking. For example, submitted workplan forms may only be unlocked by the Program Specialist.



Top

Scrolls your browser window back to the top of the current page.



Collapse

Collapses bounded sections within CMS forms.



Expand

Expands bounded sections within CMS forms.

ADD +

Add

Creates additional instances of data items, such as activities, program quality assessments, and budget line items.



Delete

Deletes instances of data items, such as activities, program quality assessments and budget line items.



Info

Presents a short description or additional information about the current field or section.

USER ACCOUNTS

Access to the CMS is limited to individuals with CMS user accounts. Two types of accounts are available to DCYF grantees: (1) Agency Accounts and (2) Program Staff Accounts. Each grantee is also provided with one primary Agency Account that can create and manage all accounts. Agency Accounts have full access to view and submit information in CMS for all programs. Program Staff Accounts have access to view and submit information for a limited set of programs specified in the Agency Accounts module. The table below describes how permissions differ between Agency Accounts and Program Staff Accounts in more detail.

Module	Agency Accounts	Program Staff Accounts
Programs	All Programs	Limited to Specified Programs
Workplan	Full Access	Limited Access – read-only permissions and no access to the Budget form
Activities	Full Access	Full Access
Participants & Staff	Full Access	Full Access
Outcomes	Full Access	Full Access
Invoices	Full Access	Limited Access – can edit narratives and view progress reports; no access to invoice expenses
PQA	Full Access	Limited Access – can only create/view own assessments
Extracts/Reports	Full Access	Full Access
User Accounts	Primary Agency Account can create and manage all accounts; Other Agency Accounts can create and manage Program Staff Accounts	No Access
Resources	Full Access	Full Access

Creating New Accounts

Grantees are expected to create and manage CMS accounts as needed. Each grantee is provided with one primary Agency Account, which is generally assigned to the grantee's Executive Director. This account can create both Agency Accounts and Program Staff Accounts. Other Agency Accounts can create Program Staff Accounts but not other Agency Accounts.

To change the Executive Director Agency Account, contact your DCYF Program Specialist.

What You'll Need

- **Creating Agency Accounts**
 - Primary Agency Account
 - New Account Details: First Name, Last Name, Email Address, unique username (can be the user's email address)

- **Creating Program Staff Accounts**

- Agency Account
- New Account Details: First Name, Last Name, Email Address, unique username (can be the user's email address)

The screenshot shows the CMS interface for managing user accounts. On the left is a navigation menu with items: Agency Profile, Agency Programs 24-25, Agency Accounts (highlighted with a green box), Login Editor, Upload, Resources, My Account, Admin List, and Invoice Summary. The main content area is titled 'AGENCY USER ACCOUNTS' and contains three sections: 'AGENCY ACCOUNTS' with a '+', 'PROGRAM STAFF ACCOUNTS' with a '+', and 'CREATE NEW USER' (highlighted with a green box) with a '-'. The 'CREATE NEW USER' section contains a form with fields for User Name, Email, Role (a dropdown menu currently showing 'No Access'), First Name, and Last Name. A 'CREATE NEW USER' button is located at the bottom of the form. A 'SAVE CHANGES' button is visible above the 'PROGRAM STAFF ACCOUNTS' section.

Step 1: Log into CMS using an Agency Account.

Step 2: Click on the *Agency Accounts* link in the lefthand navigation menu.

Step 3: Scroll to the *Create New User* section at the bottom of the *Agency Accounts* page.




Step 4: Enter account details: first name, last name, email address, and a unique username.

Step 5: Select a *Role* for the account. When creating new Agency Accounts, select “No Access” if you are unsure. You may update the role at a later point in time.

Step 6: Click on the *Create a New User* button to create the account. An email with instructions for accessing the account will be sent to the email address provided. Advise the new user to check their spam/junk folder for this message if they do not see it in their inbox.

Step 7: (*Applicable only to Program Staff Accounts*) Navigate back to the *Agency Accounts* page and grant Program Staff Accounts access to one or more programs in CMS by clicking on the edit icon under *Add/Remove Access*.

Removing Accounts

AGENCY USER ACCOUNTS						
AGENCY ACCOUNTS						
USER	EMAIL	EXECUTIVE DIRECTOR	FINANCE/ PROGRAM LEAD	PROGRAM DIRECTOR	NO ACCESS	
agencyaccount	@dcyf.org	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> 	

The *Agency Accounts* module may also be used to remove or deactivate CMS accounts. To deactivate an Agency Account, select *No Access* as the role type for the account and then click on the save icon at the top of the page. To deactivate/remove a Program Staff Account, click on the edit icon under *Add/Remove Access* and remove access to all programs.

Retrieving Account Credentials

The CMS login page includes a function for retrieving lost or forgotten account credentials. Click on the *Forgot your username or password?* link in the login box. On the next page, enter the email address associated with the user account and click on the *Lookup* button. Identify your username and click on the *Reset* button. Follow the steps in the email sent to the email address associated with your account. Check your spam or junk mail for this message if you do not see it in your inbox.

WORKPLAN

Grantees complete workplans for each of their programs on an annual basis. The workplan consists of the *Contact & Program Info* form, the *Services & Projections* form, the *Performance Measures* form, the *Budget* form, and the *Agency Profile* form. Information from the workplan is integrated directly into Grant Agreements. Additionally, the information is used by DCYF to help administer and monitor grants. For example, DCYF staff refer to contact information entered in the *Contact & Program Info* form when sending out grant communications.

Workplan forms may be pre-populated with information from the original proposal submitted for the program or from the prior year's workplan (in the case of a multi-year grant). After a workplan has been completed and submitted by a grantee, it is reviewed and approved by the Program Specialist. A workplan may undergo several rounds of changes before it is approved. Workplans must be approved by DCYF before access to invoices and activity setup is granted.

Completing a Workplan

Completing your workplan by specified deadlines is the first step to ensuring timely processing of your Grant Agreement and access to monthly invoices and data reporting. This section describes how to complete and submit your workplan.

What You'll Need

- Agency Account
- DCYF 2024-2029 Request for Proposals or DCYF Result Area Guides
- Your Proposal
- Doing Business with DCYF

Step 1: Log into CMS using an Agency Account.

Step 2: Navigate into a program and click on the *Workplan* link in the lefthand menu.

CONTACT & PROGRAM INFO [Back] [Save] [SUBMIT]

DCYF staff and grantees may unlock this form at any time without starting a new workplan version in order to update the information on this page as needed.

PROGRAM INFORMATION [Close]

Program ID ⓘ
215469

Program Website

Program Description

PRIMARY PROGRAM CONTACT PERSON ⓘ [Close]

First Name	Last Name	Email Address	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	(999) 123-1234

Step 3: Complete and submit the *Contact & Program Info* form. This form consists of general program information such as the program website, description, and contacts.

Contact & Program Info - Additional Guidance

Program Description. Your program description should describe your program services, service-delivery methods (e.g., virtual/remote services, in-person, hybrid), and any relevant information that would be useful for someone unfamiliar with your program. DCYF includes grantee program descriptions in public-facing documents and other materials for department stakeholders.

Primary Program Contact. Grantee communications, including workplan and invoicing updates, will be sent to the Primary Program Contact listed on the *Contact & Program Info* form. Keep this information up to date to ensure you receive communications from DCYF.

Step 4: Complete and submit the *Services and Projections* form. This form consists of program operation dates, participant projections, target population(s), service site locations, and projected services. Refer to the DCYF 2024-2029 Request for Proposals when completing this form to ensure that your program’s services and projections align with the guidance and requirements described for the Strategy under which your program is funded. Review your program’s proposal or the *Program Dashboard* to identify your program’s DCYF Result Area, Service Area, and Strategy.

Services & Projections - Additional Guidance

Target Population. Select the population(s) that your program has the expertise and mission to serve. Take the time to reflect on the population(s) that your program has an intentional focus on serving. DCYF refers to responses when responding to requests for information from department stakeholders. For example, responses have been used to respond to requests for information on programs with expertise in serving disconnected transitional age youth and youth with disabilities. Refer to the guiding questions below to support your selection.

- Location: Is your program strategically located in a specific neighborhood in San Francisco that would make your services more accessible to your target population?
- Supports: What intentional supports are provided by your program to better serve your target population(s)? Examples include, but are not limited to: language supports, specific legal services, skillsets required by your program staff to fulfill service delivery, wellness resources tailored to specific population(s).
- Outreach: Consider your programs' outreach methods. Are your outreach methods designed to target a specific population(s)?
- Participation: Would your program be able to speak to best practices for serving specific population(s)?

Target Population selections represent your program's expertise and population(s) of focus rather than population(s) served by your program coincidentally.

The screenshot shows the 'PROGRAM OPERATION DATES' form in the CMS. The 'Program Start Date' is set to 06/01/2024 and the 'Program End Date' is 06/30/2025. Under the heading 'What months out of the year will your program provide services to youth?', all twelve months (January through December) are selected with checkmarks. The field 'Enter the total number of weeks in a year that your program will provide services to youth. (1-52)' contains the value 52. The final section, 'Please select days in a typical week that your program will provide services to youth', has checkmarks for Monday, Tuesday, Wednesday, Thursday, and Friday, while Sunday and Saturday are unchecked.

Program Operation Dates. The City's fiscal year begins on July 1 and ends on June 30 the following year. Although CMS is organized by fiscal year, to simplify activity reporting for summer programming, which typically falls in two fiscal years (e.g., the activities begin in June and end in August), DCYF requires grantees that offer summer programming to report on the activities in one fiscal year in CMS—the fiscal year in which the summer ends. For example, Summer 2024 activities should be reported into FY2024-2025 in CMS, and Summer 2025 activities should be reported into FY2025-2026. The *Program Start Date* must be on or after June 1 of the calendar year in which the fiscal year begins (e.g., June 1, 2024 for FY2024-2025), and the *Program End Date* must be on or before June 30 in which the fiscal year ends (e.g., June 30, 2025 for FY2024-2025). If your program offers summer services that are funded by your DCYF grant, your Program Start Date should be the first date of summer programming, and your Program End Date should be the last date of school year programming.

Summer Programming. If your program offers summer specific programming, please enter a description of your summer program, a start date, an end date, the number of summer sessions, and the length of a typical session.

Summer-specific programming takes place during the summer and is different, or separate, from programming offered throughout the rest of the year. For example, summer-specific programming may have a different enrollment process, extended hours, a different curriculum, or may be offered to a cohort that starts and ends during the summer months. Programs that operate year-round and do not make any significant changes during the summer months are not considered to have summer-specific programming.

Services Sites. Closely review the program Service Site Locations and Projected Services. The *Services and Projections* form should only include site locations and services planned during the *Program Start* and *Program End Dates* listed in the *Program Operation Dates* section.

Projected Services. For each Projected Service, indicate a *Service Name*, *Service Type*, *Description*, and other service implementation details. Review the *Service Sites and Projected Services* section below for information on Service Types.

Step 5: Complete and submit the *Performance Measures* form. This form presents the performance measures applicable to your program based on the Strategy under which it is funded.

Performance Measures - Additional Guidance

Youth Experience Survey Administration - If your program is required to administer the DCYF Youth Experience Survey, please indicate your proposed survey administration method (paper, electronic, or both) and timeframe for administering the survey. Youth Experience Surveys must be administered each year to participants in grades 6+ towards the end of their program experience that year. Contact your Program Specialist if you have questions about the Youth Experience Survey.

- Agency Profile
- Agency Programs
24-25
- Program Dashboard
- Workplan
 - > Overview
 - > Contact & Program Info
 - > Services & Projections
 - > Performance Measures**
 - > Budget
- Invoices
- Resources
- My Account

PERFORMANCE MEASURES ←

Once submitted, the information included in this form will be locked for edits. Contact your DCYF Program Specialist to edit this form.

PERFORMANCE MEASURES				
Name	Measure	Target	Data Source	Timeframe
Youth Actuals vs. Projections	Number of participants served as a percentage of the program's projected number of participants.	90%+	CMS	FY2024-2029
Program Quality Assessment (PQA)	Grantee participates in Program Quality Assessment (PQA) process.	Yes - Participated in PQA Process	CMS	FY2024-2029
SEL Plan	Grantee participates in SEL trainings.	Yes - participated in trainings	CMS	FY2024-2025
SEL Plan	Grantee identifies a plan for incorporating social-emotional learning into their programs and practices.	Yes - Has an SEL Plan	CMS	FY2025-2029
Average Daily Attendance	Average daily attendance as a percentage of program's projected average daily attendance.	85%+	CMS	FY2024-2029
Caring Adult	Percent of surveyed participants or caregivers who report that participants have an adult in the program who understood and really cared about them.	75%+	Youth Survey	FY2024-2029
Agency Health	Fiscal health of grantee agency based on DCYF's Fiscal and Compliance Monitoring efforts.	Strong	Fiscal Visit	FY2024-2029

YOUTH EXPERIENCE SURVEY ADMINISTRATION ⊖

Does your program serve youth in grades 6 and up and/or transitional age youth and young adults?

Yes No

When will your program administer the DCYF Youth Experience Survey?

July October January April
 August November February May
 September December March June

How will you administer the DCYF Youth Experience Survey?

Paper Electronic Both

Unique Survey Link

Step 6: Complete and submit the *Budget* form. Refer to the *Doing Business with DCYF* guide for information about the budget categories and line items included on this form.

Step 7: Complete and submit the *Agency Profile* form. If the Agency Profile has already been submitted, review the responses for accuracy. The Agency Profile form is shared across all programs listed on the *Agency Programs* page.

Step 8: Submit your workplan for approval by completing and submitting the *Sign & Submit* form. The *Agency Profile* and all workplan forms must be submitted before accessing the *Sign & Submit* form. CMS will send an email to the Primary Program Contact listed in the *Contact & Program Info* form confirming your submission.

Next Steps: Your DCYF Program Specialist will review your submitted Workplan. CMS will send an email to the Primary Program Contact when your DCYF Program Specialist has approved or denied the workplan submission. If your submission is not approved, review the explanation submitted by your Program Specialist by navigating to the Workplan Overview form. Make necessary changes and resubmit the workplan for review and approval.

Tips

- Access workplan forms from one of two places in the CMS: the *Workplan* link in the lefthand navigation menu or the Workplan Overview page.

WORKPLAN OVERVIEW FY2024-2025

STATUS: UNSUBMITTED

Progress bar: Contact & Program Info → Services & Projections → Performance Measures → Budget → Sign & Submit

1	Contact & Program Info	<input type="radio"/>	Unsubmitted	
2	Services & Projections	<input type="radio"/>	Unsubmitted	
3	Performance Measures	<input type="radio"/>	Unsubmitted	
4	Budget	<input type="radio"/>	Unsubmitted	
5	Sign & Submit	<input type="radio"/>	Unsubmitted	

You must submit the [Agency Profile](#) before you can access this form.
You must submit the forms above before you can access the Sign & Submit form.

WORKPLAN VERSIONS (1)

VERSION #	DATE APPROVED	MODIFIED FORMS	REVISION EXPLANATION	DCYF GRANT TOTAL	FORMAL BUDGET REVISION TOTAL
Original		n/a	n/a	\$600,000.00	\$0.00

- CMS will log you out after 90 minutes of inactivity and you may lose any unsaved work! Save your progress regularly and continue later by clicking on the Save button, located at the top and righthand side of each form.
- Workplan forms that have been submitted may only be unlocked by the Program Specialist. Contact your Program Specialist if you need assistance unlocking a workplan form that has been submitted.
- Don't risk missing important DCYF communications! Keep your Primary Program Contact up to date in the *Contact & Program Info* form. The Program Primary Contact will receive an email notification when a Workplan is submitted, approved, or unlocked for edits.
- CMS email notifications sent by Cityspan. Check your spam or junk mail for CMS notifications sent from the email domain, @cityspan.com

Service Sites and Projected Services

SERVICE SITES Describe the core locations and services of your program.

SERVICE SITE 1

Program Site Name
Crocker Amazon

Program Site Type
SF Recreation and Park facility

SF Recreation and Park Facility
Crocker Amazon Playground

PROJECTED SERVICES (SITE 1)

PROJECTED SERVICE 1

Service Name
1 Soccer Clinic

Service Type
Group Activities

Service Description
6-week soccer clinic offers cohorts of up to 12 youth an opportunity to expand their soccer skills and build community through team-building activities.

When will this service be implemented?
 Summer
 Fall
 Winter
 Spring

Participant Recruitment
Will directly recruit youth participants

Projected Number of Unduplicated Participants
40

This section provides additional guidance on completing the Service Sites and Projected Services sections of the *Services & Projections* form. Describing funded programming and services with the appropriate level of detail on this form is key as this section of the workplan provides a template for activity reporting throughout the year. Describing dozens of detailed services at each site location on the workplan will require very detailed activity reporting throughout the year. At the same time, services must not be described ambiguously or omitted from the workplan altogether. Program Specialists will review your submissions to this section to ensure that projected services are described appropriately for the Strategy under which the program is funded.

Service Types

Each Projected Service must be categorized as one of the following Service Types: Group Activities, Individual Activities, Job Placements, or Activities without Personal Information. These types are described in more detail below.

Group Activities. Activities that serve enrolled participants in group settings on a set schedule. Programs are required to track individual attendance records for all participants in Group Activities. Examples include group-based afterschool activities, job skills trainings, parent/caregiver courses, and youth discussion groups.

Individual Activities. Activities that serve enrolled participants in individual or one-on-one settings. Programs are required to track and record individual meeting dates

and duration for all participants in Individual Activities. Examples include case management, mentorship, individual tutoring, and one-on-one follow-up support services.

Activities without Personal Information. Activities for which individual-level attendance records cannot be tracked, such as outreach activities to children, youth, and/or families not registered in the program. Programs are instead required to track and record the dates and total number of attendees. Examples include outreach activities for disconnected transitional age youth and special events such as “Lights on Afterschool” and “Summer Learning Day”. DCYF expects programs to only project Events that are (1) key to meeting DCYF requirements and/or (2) essential to the delivery of DCYF-funded services.

Job Placements. Placements of youth into internships, job shadows, or work experiences. Programs are expected to track and record placement start and end dates, as well as specific details related to the individual placement, such as the type of organization into which the youth was placed. Reference the Job Placement activity type category definitions below when completing Workplan Job Placement Projected Activities:

Job Placement Type	Definition
Internship	A paid, or unpaid, career preparation activity in which youth are placed in a business for a defined period of time to participate in and observe work firsthand within a given industry. Internships should include a formal learning contract between the youth, program, and the employer. Internships are intended to be highly structured, time-limited experiences that occur at a workplace.
Job Shadow	A career exploration activity in which youth observe the workday of a professional, interact with clients or customers, and attend meetings and other appointments. Job shadows are designed to help youth explore a field of interest while developing research skills and building occupational knowledge through a facilitated, active learning process.
Work Experience	A paid career preparation activity in which participants execute real work and are held to the same expectations as all employees at the workplace. Evaluations based on workplace expectations and performance should be provided by the worksite supervisor. Could be regular, paid employment, subsidized employment and/or learning-rich work experience.

Activity Reporting

Throughout the year, grantees are expected to report data related to each service site and projected service described on the workplan. Once your program’s workplan has been approved, you may begin to set up activities for recording participation and attendance. Each activity is associated with a Projected Service described on the workplan. Multiple activities can be connected to a single Projected Service.

The examples presented below demonstrate the relationship between Projected Services, Service Types, and Activities. Reference the examples below when describing Projected Services in the *Services & Projections* form.

Example – Workplan Projected Service Types and Activity Attendance

Projected Service	Service Type	Activities*	Attendance Details
Soccer Clinic	Group Activity	Fall Soccer	Schedule, Participant Enrollment, Present/Absent attendance for each scheduled date
		Spring Soccer	Schedule, Participant Enrollment, Present/Absent attendance for each scheduled date
Case Management	Individual Activity	1-1 Support Sessions	Participant enrollment, Date of Attendance, # of minutes, notes, referral details
Internships	Job Placement Activity – <i>Internship</i>	Internships at local CBOs	Participant enrollment, Placement Dates, type (virtual/in-person), compensation, subsidies, job type, reason for ending
Events	Activity without Personal Information	Book Fair	Date of Service, # of minutes, counts of participants, notes
		Lights on Afterschool	Date of Service, # of minutes, counts of participants, notes

*Set up in the CMS Activities form after Workplan Approval

Workplan Revisions

After a workplan has been approved, edits to the workplan in most cases require a formal workplan revision. To request a workplan revision, contact your DCYF Program Specialist and provide justification. If your Program Specialist agrees, they will start a new version of the workplan and unlock forms that require edits.

In some cases, revisions to the workplan may be limited by system rules and validations. For example, during the revision process, CMS will not allow budget category totals to be reduced below the amount invoiced for that category year-to-date. Additionally, it is important to note that CMS will lock access to the *Invoices* module if the *Budget* form has been unlocked or changed during the revision process.

Workplan revisions are reviewed and approved by the Program Specialist. Prior versions of the workplan are accessible in PDF form at the bottom of the Workplan Overview page after a new workplan version has been initiated.

Edits to the *Agency Profile* and *Contact & Program Info* forms are the exception. These forms may be unlocked and edited by grantees at any time without going through the workplan revision process. The CMS notes this at the top of these forms.

PARTICIPANTS & STAFF

Grantees report information about program participants in the CMS using the *Participants & Staff* module. The data required to be reported into the system includes personally identifiable information such as names, dates of birth, and home addresses. Grantees are responsible for collecting this information and maintaining participant records in the CMS. DCYF uses the information to understand the populations served by grantees and to ensure that San Francisco's most vulnerable children, youth, and families have access to services. Additionally, collection of demographic information is required to comply with legislative mandates. For example, DCYF grantees are required to collect sexual orientation and gender identity data to comply with the City's [Sexual Orientation and Gender Identity Ordinance](#), which directs DCYF and other City departments to collect and report this data on an annual basis.

Confidentiality and Consent

DCYF is committed to protecting the confidentiality of personally identifiable information in the CMS. The department restricts access to the data and is careful to prepare only aggregate-level, anonymous reports, charts, and tables that exclude any information that may be used to identify individual participants. Additional information on DCYF's policies and practices related to the collection, use, and management of personally identifiable information can be found in the [Doing Business with DCYF](#) guide.

DCYF maintains a data sharing agreement with Cityspan and the San Francisco Unified School District (SFUSD) to facilitate CMS reporting for services provided to SFUSD students. The agreement helps DCYF and SFUSD track student participation in DCYF-funded programs and understand program impacts on educational outcomes. Additionally, the partnership helps to streamline CMS reporting by providing grantees access to student names, dates of birth, addresses, and education information from SFUSD systems.

The data sharing agreement requires DCYF grantees to execute a Memorandum of Understanding (MOU) with SFUSD or collect consent forms that authorize access to student data before accessing personally identifiable information related to SFUSD students through the CMS. Grantees required to execute an MOU with SFUSD are those that (1) offer in-person services to students at SFUSD school sites or (2) offer virtual services to SFUSD students through the student's school. Grantees that do not have an existing contract or MOU with SFUSD must collect consent forms that authorize data sharing prior to registering and enrolling SFUSD students in CMS.

Appendix A provides the consent form for grantees to administer to parents/guardians and students over the age of 18 during program registration. Grantees may create and administer electronic versions of the form if desired. DCYF expects grantees to maintain signed consent forms on file, either in electronic or paper format, for periodic review and inspection. Grantees that have an existing contract or MOU with SFUSD are not required to collect consent forms from participants in services covered by the contract or MOU. Grantees are not required to collect consent forms from non-SFUSD participants.

- If your program has a contract or MOU with SFUSD, you are not required to collect consent forms from participants in services covered under the MOU.
- If your program serves SFUSD students and does not have a contract or MOU with SFUSD, you are required to obtain consent forms that authorize data sharing prior to registering SFUSD students in CMS.

- Consent forms are not required for non-SFUSD participants.
- If your participants are already registered in CMS due to prior participation in your program(s), obtain signed consent forms at your earliest opportunity.
- If a participant participates in multiple DCYF-funded programs run by your agency, a single signed consent form is sufficient for all programs.
- Refusal to provide consent to share data with DCYF and SFUSD should not be a basis for denying services. Programs are encouraged to serve youth for whom consent cannot be obtained.
- If your program does not have direct contact with parents/guardians because you work with youth at the site of a different program, coordinate with the host program to have the consent forms administered with your agency's name listed on the consent form.
- If your program anticipates issues collecting consent forms for a significant number of participants, inform your DCYF Program Specialist.

Registering Participants in CMS

Grantees must create complete records or profiles of participants in the CMS before information on their participation in group, individual, or job placement activities can be reported. The process of creating participant records is also referred to as registering participants in the system. Participant records include personal information (name, date of birth, home address), demographic information (race/ethnicity, gender identity, sexual orientation), and education information (level of schooling completed, school, grade level). Appendix B provides a sample participant intake form with the system's required demographic fields and response options. Grantees may administer their own intake forms but may need to recode or adapt data when entering information into the CMS.

Agency Youth

To register new participants or manage existing registrations, access the *Agency Youth* page by clicking on the *Participants & Staff* link in the lefthand navigation menu and selecting *Youth*. The *Agency Youth* page displays a list of participants across all programs and includes search criteria and dropdown menus that can be used to filter the list. To view a profile, click on the name or registration status of a participant in the list. To register new participants, click on the *Add from SFUSD* or *Add Non-SFUSD* button at the top of the page. Before participants can be enrolled in activities, they must have a *Complete* registration status. Participant profiles with an incomplete registration will have a *Finish Registration* link in the list.

The screenshot displays the 'AGENCY YOUTH' interface. At the top, there are two buttons: 'ADD FROM SFUSD +' and 'ADD NON-SFUSD +'. Below these are search fields for 'FIRST NAME' and 'LAST NAME', along with 'SEARCH' and 'CLEAR' buttons. There are also dropdown menus for 'ACTIVE STATUS' (set to 'Active'), 'GRADE' (set to 'All'), 'SFUSD' (set to 'All'), and 'REGISTRATION' (set to 'All').

Below the filters, it shows '830 Results' and a pagination bar with numbers 1 through 9. A table lists the results:

NAME	AGE	GRADE	SFUSD	REGISTRATION
Alou (Demo), Jerry	14	7	N	Finish Registration >
Alou (Demo), Jerry	20	8	N	Complete

Participant records in CMS are shared by all programs at an agency. Youth who are registered by one program are available to enroll in other programs at the same agency. To prevent creating duplicate records, review your agency’s existing registrations before adding new participants.

Participant registrations from prior fiscal years remain accessible in the FY2024-2029 funding cycle and do not need to be recreated.

Participant Record Types

Two types of participant records exist in the CMS: (1) *SFUSD* and (2) *Non-SFUSD*. SFUSD participant records are for SFUSD students and are preloaded with select information from SFUSD systems, including name, date of birth, home address, school, and grade level. These records automatically update when this information changes in SFUSD systems. As described in the *Confidentiality and Consent* section above, grantees must have an active contract or MOU with SFUSD or collect consent forms that authorize data sharing prior to accessing SFUSD student data through the CMS.

Non-SFUSD participants (e.g., private school students, youth participants not in school, etc.) should be registered using the Non-SFUSD record type. All data for these records must be entered by the grantee. Non-SFUSD profiles must be updated each year to reflect the most recent educational attainment information for each participant.

During the summer and early in the school year when many students change schools and enter or leave SFUSD, grantees may run into challenges finding SFUSD students in the CMS and adding new SFUSD participant records. Although the CMS is updated each day with new information from SFUSD systems, it may take some time for changes to officially be reflected in SFUSD’s electronic systems. Please be patient and try registering participants again after a few days have passed. After several unsuccessful registration attempts and as a last resort, SFUSD participants may be registered in the CMS using the Non-SFUSD record type. Please select “SFUSD Student Record not in Enrollment Directory” as the school and write-in the name of the SFUSD school in the *Specify School Attending* field.

Step-by-Step Registration Process

Step 1: Log into CMS at <https://contracts.dcyf.org>.

Step 2: Navigate into a program and click on the *Participants & Staff* link in the lefthand menu.

Step 3: Select *Youth* to access the *Agency Youth* list.


NAME	AGE	GRADE	SFUSD	REGISTRATION
Alou (Demo), Jerry	14	7	N	Finish Registration
Alou (Demo), Jerry	20	8	N	Complete

Search for a participant using the filter criteria and dropdown menus above the Agency Youth list. Click on the name or registration status of a participant to view a record.

Step 4: Search for the participant on the *Agency Youth* page to avoid creating duplicate records. If the participant has an existing profile, ensure the registration status is *Complete*. If your participant has an incomplete registration status, click on *Finish Registration* to submit missing information. If your participant cannot be found, proceed to Step 5 to create a new record.

Step 5: Register the participant by clicking on the *Add from SFUSD* or *Add Non-SFUSD* button.

SFUSD Participants: After selecting *Add from SFUSD*, search for the student by name, date of birth, and school. If your initial search is unsuccessful, try varying your search criteria, e.g., remove a few characters from the student's name or remove the school and date of birth. Once you have found the student, select *Register* to add the student to your *Agency Youth* list. If the student has already been registered, a *View Record* link will appear.

REGISTER STUDENT FROM SFUSD 

FIRST NAME LAST NAME DOB

SCHOOL

NAME	DOB	SCHOOL ATTENDING	REGISTRATION
		Aptos MS	<input type="button" value="View Record"/>
		Wallenberg (Raoul) HS	<input type="button" value="REGISTER"/>

Non-SFUSD Participants: After selecting *Add Non-SFUSD*, enter the participant's name and date of birth. If an existing participant with the same name is found, you will be asked to confirm that you are not creating a duplicate record before completing the participant profile.

Profiles of Non-SFUSD participants ages 18 years and older have expanded Sexual Orientation and Gender Identity prompts and response options. Review Appendix B for a sample intake form.

Step 6: Save the participant profile by clicking on the Save button.

[Registration](#) | [Activities](#)

YOUTH REGISTRATION (NON-SFUSD)  

Jane Doe

PERSONAL INFORMATION 

* First Name

* Last Name

Once the registration status of the participant is Complete, the participant may be enrolled in activities in CMS.

Unique Identifiers

Each registered participant is assigned a unique identifier in the CMS known as the *Person ID*. The *Person ID* can be used to distinguish participants with similar names and is displayed in the Personal Information section of the participant profile. Additionally, the *Person ID* is used when uploading participant demographics and attendance using the *Upload Tool*.

To download a complete list of registered participants and profile data, including Person IDs, navigate to the *Data Extracts* module and select the *Participant, Parent and Staff Extract*. Before generating the extract, select one or more Person Types and Registration statuses. This will generate a spreadsheet with the profiles that meet your search parameters.

The screenshot shows the 'GENERATE REPORT' interface. On the left sidebar, 'Data Extracts' is highlighted. The main content area shows 'Participant, Parent & Staff Extract' selected. Below this, the 'Enter Report Parameters' section has two groups of checkboxes: 'Person Type' with 'Youth' checked, and 'Registration' with 'Complete' and 'Incomplete' checked. At the bottom right, there are 'CANCEL' and 'GENERATE' buttons.

Archiving Participants

Participant profiles are shared by all programs at an agency and persist across years. Given these circumstances, the *Agency Youth* page may show an extensive list of registered participants. To maintain a manageable list of participants, grantees are encouraged to archive participants who are no longer active in services. Archiving participants does not impact past attendance records. To archive participants, access a participant profile and change the value of the Status field to *Archived*.

[Registration](#) | [Activities](#)

The screenshot shows the 'YOUTH REGISTRATION (NON-SFUSD)' profile for Jane Doe. The 'PERSONAL INFORMATION' section is expanded, showing fields for First Name (Jane), Last Name (Doe), Status (Active/Archived), and Date of Birth (1/1/2010). The 'Archived' radio button is selected.

Archived participants may be accessed via the *Agency Youth* list by selecting *Archived* in the status dropdown filter.

AGENCY YOUTH **ADD FROM SFUSD +** **ADD NON-SFUSD +**

FIRST NAME LAST NAME **SEARCH** **CLEAR**

ACTIVE STATUS GRADE SFUSD REGISTRATION

Archived ▾ All ▾ All ▾ All ▾

All
Active
Archived

	AGE	GRADE	SFUSD	REGISTRATION
Allen (Demo), Bruce	14			Complete
Baker (Demo), Allen	24			Incomplete

ACTIVITIES

Grantees use the *Activities* module to report on the services described in their workplans. As described in the *Workplan* section above, the *Services & Projections* form provides a template for activity reporting throughout the year. Grantees are expected to report data for each of their Projected Services. This means that there should be at least one activity associated with each Projected Service by the end of each fiscal year. Refer to the *Workplan* section above for information on how to complete the *Services & Projections* form of the workplan. This section describes how to create activities and record participation and attendance data in the CMS.

Creating Activities

Activities are containers for grantees to record grant-funded services throughout the year. DCYF expects there to be at least one activity for each Projected Service described on the workplan. Grantees may create multiple activities per Projected Service if desired. For example, you may choose to create separate activities for a Projected Service to split CMS data entry across different staff or to help you track different groups of youth.

To add new activities to CMS, your workplan must be in an *Approved* state.

Step 1: Log in to the CMS and navigate into your program.

Step 2: Click on the *Activities* module in the lefthand navigation menu.

Step 3: Click on the *Add* button to create a new activity.

If you do not see the *Add* button, your workplan is not in an *Approved* state, e.g., it is *Unsubmitted* or it is *Submitted* but still pending approval. Your Program Specialist must first approve your workplan before activities can be created.

Step 4: Select the Service Type from the dropdown menu.

Step 5:

Group, Individual, or Activities without Personal Information: Select a Service Site and Projected Service.

Job Placements: Select a Job Placement Projected Service.

Step 6: Enter activity details. These details may be edited after the activity has been created.

- **Activity Categories:** Select the categories applicable to the activity. Definitions for each category are provided in Appendix C. When making your selection(s), reflect on the intention of the activity. Although you may select more than one category, please select the categories that *best* capture the activity's objective. Job Placement categories are from the workplan and cannot be edited in the *Activities* module.
- **Activity Label:** Enter a label for the activity that will help with identifying the activity among a list of other activities.
- **Specify Staff (optional):** Specify a Staff person who leads or implements the activity. To register a new staff member, access the *Participants & Staff* module and select the *Staff* form.
- **Notes (optional):** Add additional descriptive information about the activity.

Step 7. Click *Create Activity*.

The process to create Group Activities continues below with setting up an activity schedule in Step 8. All other activities are ready for recording participation and service dates.

Group Activities Setup

Step 8: Create a schedule by selecting Single Date or Multiple Dates for number of occurrences. Then enter begin/end dates, days, and times. Note that you must enter dates that fall within the program operation dates specified in the workplan. When you are finished, click Next. This will redirect you to the Details page.

Step 9: Enroll participants by clicking on the Enrollment tab.

Step 10: Check off the names of the participants you would like to enroll in the activity. These are the participants for whom you will take attendance each day.

A quick way to enroll many participants is to check the *ALL* button in the upper lefthand corner and then deselect youth not enrolled in the activity.

Step 11: Review the enrollment begin dates for each participant. CMS prepopulates begin dates with the first scheduled activity date. You may change the date as necessary to reflect the date each participant started in the activity. When you are finished, click Next.

Check for scheduling conflicts. CMS generates a list of participants who are enrolled in activities that are scheduled at the same date(s) and time as your activity. If you want CMS to ignore these scheduling conflicts, check the *Enroll* box in the upper lefthand corner. When you are finished, click Next.

Submitting Participation and Attendance Data

The service and participation data reported into CMS helps to quantify your program's reach and impact. Recording dates of service and participation in the system is also a grant requirement; activity data must be entered into the CMS no later than 45 days following the close of the month. For example, July 2024 activity data must be entered into CMS no later than September 15, 2024. Activity data is summarized and reflected in progress reports included in monthly invoices.

To add data related to an activity, you will first need to create the activity. See the previous *Creating Activities* section for more information. To add individual-level participation and attendance data (group, individual, and job placement activities) to an activity, you will need register your participants in CMS; see the *Registering Participants in CMS* section for more information.

Step 1: Log in to the CMS and navigate into your program.

Step 2: Click on the *Activities* module in the lefthand navigation menu.

Step 3: Select the activity for which you are recording participation.

Group Activities

Step 4: Select a week to record attendance on the *Attendance* page.

Step 5: Enter attendance for each scheduled day by selecting “P” (present) or “A” (absent) for each participant. You may also use the *Mark All Present* or *Mark All Absent* buttons to enter attendance for all participants enrolled in the activity for the week’s scheduled days.

Step 6: Save your attendance by clicking on the Save button.

Individual Activities

Step 4: Click on the *Add* button to create a new participation record for a participant.

Step 5: Complete the required fields as indicated by a red asterisk (Participant, Date, and # of Minutes). Add optional referral details.

Step 6: Click on *Create* button to save the record or the *Create and Add Another* button to save the record and start a new individual participation record.

Job Placements

Step 4: Click on the *Add* button to create a new job placement record.

Step 5: Complete the required fields as indicated by a red asterisk (e.g., start date, virtual/remote, compensation, etc.).

Step 6: Click on *Create* button to save the record or the *Create and Add Another* button to save the record and start a new job placement record.

Activities without Personal Information

Step 4: Click on the *Add* button to create a new instance of the activity.

Step 5: Complete the required fields as indicated by a red asterisk (service date, minutes, number of participants, etc.).

Step 6: Click on *Create* button to save the record or the *Create and Add Another* button to save the record and start a new instance of the activity.

Editing Activity Details

To edit activity details such as the activity label, categories, or assigned staff, access the *Activities* module and navigate into an activity. Select the *Details* link at the top of the page and click on the edit icon. Some activity details, such as the *Activity Description*, are populated from the workplan and may only be edited through a workplan revision. See the *Workplan* section for more information.

OUTCOMES

The *Outcomes* module is used to view an unduplicated list of program participants and to record participant-level outcomes related to program performance measures. The list includes participants that have participated in a group, individual, or job placement activity during the year according to data submitted via the *Activities* module. Summary information, such as first participation date and total unique service dates, is displayed for each participant.

Additionally, programs funded under the following strategies are required to use the *Outcomes* module to report performance measure results for each participant.

- Educational Supports
 - Academic Supports
 - Alternative Education
 - Literacy Supports
 - Summer Transitions
- Youth Workforce Development
 - High School Partnerships
 - Mayor's Youth Employment and Education Program (MYEEP) Initiative
 - Youth Workforce Development - General
 - Youth Workforce Development - TAY/A
- Justice Services
 - Young Adult Court Case Management (YACCM)

Programs required to submit participant outcomes must indicate results for each participant by the end of each year.

APPENDIX A: DCYF/SFUSD CONSENT FORM (MULTIPLE LANGUAGES)

AUTHORIZATION FOR RELEASE OF CONFIDENTIAL STUDENT INFORMATION

Agency Name: _____

Participant Name: _____ **Date of Birth:** _____

The San Francisco Department of Children, Youth, and Their Families (DCYF) funds our agency and the services we provide. To fulfill the requirements of this funding, we share information about the participants in our services with DCYF. DCYF and the San Francisco Unified School District (SFUSD) maintain a shared, secure database to record information about services provided to San Francisco youth by DCYF's grantees in order to facilitate outreach and enrollment and track program use and impact. As a DCYF grantee, our agency has access to the shared database to both see and report data about the youth we serve. The data that we report to DCYF is also shared with SFUSD.

By signing this form, you authorize

1. Our agency to share information about your child's participation in our program (or your participation, if you are 18 years of age or older) with authorized staff at DCYF and SFUSD for the purposes described above. The information that our agency reports to DCYF includes:
 - Person information, such as name, date of birth, and address;
 - Demographic information, such as race/ethnicity and gender identity;
 - Education information, such as school name and grade level;
 - Participation in activities and services, such as dates of attendance dates and hours attended; and
 - Anonymous and voluntary youth experience surveys.
2. SFUSD to share certain information about your child (or you, if you are 18 years of age or older) with authorized staff from our program as a DCYF grantee. The information that SFUSD reports to DCYF includes:
 - Personal information, such as name, date of birth, and address;
 - Education information, such as school name and grade level; and
 - Dates of attendance in SFUSD or an SFUSD school.

DCYF, SFUSD, or our agency will not publicly report any information that we provide in a way that may be used to identify your child (or you, if you are 18 years of age or older).

Restrictions: All information that we provide or access that is related to an SFUSD student is protected by federal and state laws that govern the use, disclosure and re-disclosure of student education records. Parties other than DCYF, SFUSD and our agency will not have access to any personally identifiable information that is reported into the database, except to the extent that the parties have obtained prior written authorization from you or have followed SFUSD policies and procedures to obtain access to such information.

Expiration: This authorization expires on June 30, 2029.

Your Rights: You may refuse to sign this form. You may cancel it at any time by information our agency in writing. If you cancel your permission allowing us to release information to DCYF and SFUSD, and SFUSD to our agency, it will go into effect immediately, unless the information has already been released. You have a right to receive a copy of this form.

Your Name: _____

Relationship to Participant: Parent Legal Guardian Participant 18 Years of Age or Older

Signature: _____ **Date:** _____

تصريح بخصوص الاطلاع على بعض المعلومات الخاصة للطلاب

اسم الوكالة/ الجهة:

اسم المشارك: _____ تاريخ الميلاد: _____

إن تمويل مؤسستنا والخدمات التي نقدمها هو من إدارة الأطفال والياfecين والشباب وعائلاتهم في سان فرانسيسكو (DCYF). وكجزء من متطلبات هذا التمويل، فإننا نشارك معلومات عن المشاركين في خدماتنا وبرامجنا مع إدارة الأطفال والياfecين والشباب وعائلاتهم في سان فرانسيسكو. إن الإدارة ومنطقة المدارس الموحدة في سان فرانسيسكو، تحتفظان بقاعدة بيانات مشتركة وآمنة لتوثيق المعلومات عن الخدمات المقدمة لليافعين والشباب في سان فرانسيسكو من خلال الجهات المتلقية لمنح الإدارة، بهدف تسهيل القدرة على الوصول وعملية التسجيل، وتتبع مدى استخدام البرامج والخدمات، ورصد أثرها. وإننا بصفتنا من الجهات المتلقية لمنح الإدارة، نساهم في قاعدة البيانات المشتركة كمزودين للبيانات وكمطلعين عليها، فيما يتعلق بالياfecين والشباب الذين نخدمهم. إن البيانات التي نزودها للإدارة، تتم مشاركتها أيضاً مع منطقة المدارس الموحدة في سان فرانسيسكو.

بالتوقيع على هذا النموذج، فإنكم تصرحون بالموافقة على التالي:

1. أن تشارك مؤسستنا المعلومات عن مشاركة ولدكم أو ابنتكم في برنامجنا (أو مشاركتكم أنتم في حال كان عمركم ٨١ عاماً أو أكثر) مع أفراد فريق العمل المخولين بالاطلاع على هذه المعلومات في إدارة الأطفال والياfecين والشباب وعائلاتهم في سان فرانسيسكو وفي إدارة منطقة المدارس الموحدة في سان فرانسيسكو، للأغراض المبينة أعلاه. إن المعلومات التي تشاركها مؤسستنا مع إدارة الأطفال والياfecين والشباب وعائلاتهم في سان فرانسيسكو تتضمن:
 - المعلومات الشخصية، مثل الاسم وتاريخ الميلاد والعنوان
 - البيانات الديمغرافية مثل العرق/الأصل والجنس (النوع الاجتماعي)
 - المعلومات التعليمية مثل اسم المدرسة والصف الدراسي
 - معلومات عن المشاركة في الأنشطة والبرامج والخدمات، مثل تواريخ وساعات الحضور
 - الاستبيانات الاختيارية والمجهلة (غير التعريفية) عن تجارب الشباب والياfecين
2. تشارك منطقة المدارس الموحدة في سان فرانسيسكو معلومات محددة عن طفلكم أو طفلتكم (أو عنكم، إذا كان عمركم ٨١ عاماً أو أكثر) مع أفراد فريق العمل المخولين من برنامجنا بصفته ممولاً من إدارة الأطفال والياfecين والشباب وعائلاتهم في سان فرانسيسكو. هذه المعلومات تتضمن:
 - المعلومات الشخصية، مثل الاسم وتاريخ الميلاد والعنوان
 - المعلومات التعليمية مثل اسم المدرسة والصف الدراسي
 - معلومات عن المشاركة والحضور في المدرسة أو الإدارة

إن أيّاً من إدارة الأطفال والياfecين والشباب وعائلاتهم في سان فرانسيسكو، ومنطقة المدارس الموحدة في سان فرانسيسكو، ومؤسستنا، لن تشارك أي معلومات نقدمها بشكل عام أو علني يتيح التعرف على طفلكم أو طفلتكم (أو عليكم إذا كان عمركم ٨١ عاماً أو أكثر).

المحددات: إن كافة المعلومات التي نقدمها أو إمكانية الاطلاع على البيانات المتعلقة بأحد الطلاب في منطقة المدارس الموحدة في سان فرانسيسكو هي معلومات محمية وفق القوانين الفيدرالية وقانون الولاية الذي يحكم استخدام البيانات والتصريح عنها وإعادة التصريح عنها أو مشاركتها. كما أن إمكانية الوصول أو الاطلاع على أي بيانات مربوطة بمعرفات شخصية ستكون محدودة حصراً بإدارة الأطفال والياfecين والشباب وعائلاتهم ومنطقة المدارس الموحدة ومؤسستنا، باستثناء في حال حصول أي جهة على موافقة خطية مسبقة منكم أو اتباعها لسياسات وإجراءات منطقة المدارس الموحدة في سان فرانسيسكو للحصول على إمكانية الاطلاع على مثل هذه المعلومات.

تاريخ الانتهاء: تنتهي صلاحية هذا التصريح في ٠٣ حزيران/يونيو ٢٠٢٩.

حقوقكم: يمكنكم رفض التوقيع على هذا التصريح/النموذج. يمكنكم إلغاء صلاحية هذا التصريح في أي وقت لاحق تشاؤون عبر التواصل الخطي/الكتابي مع مؤسستنا. في حالة إلغاء تصريح مشاركة المعلومات الممنوح لإدارة الياfecين والشباب وعائلاتهم ومنطقة المدارس الموحدة، ومنطقة المدارس الموحدة ومؤسستنا، فإن هذا الإلغاء يصبح سارياً مباشرة، إلا فيما يتعلق بأي معلومات سبق وجرت مشاركتها. لديكم الحق في استلام نسخة من هذا النموذج.

اسمكم: _____

علاقتكم بالمشارك(ة): أب أو أم وصي قانوني المشارك نفسه (عمر ٨١ عاماً أو أكثر)

التوقيع: _____ التاريخ: _____

AUTORIZACIÓN PARA LA DIVULGACIÓN DE INFORMACIÓN CONFIDENCIAL DEL ESTUDIANTE

Nombre de la agencia: _____

Nombre del participante: _____ **Fecha de nacimiento:** _____

El Departamento de Niños, Jóvenes y sus Familias de San Francisco (DCYF, por sus siglas en inglés) financia nuestra agencia y los servicios que ofrecemos. Para cumplir con los requisitos de este financiamiento, compartimos información sobre los participantes de nuestros servicios con DCYF. DCYF y el Distrito Escolar Unificado de San Francisco (SFUSD, por sus siglas en inglés) mantienen y comparten una base de datos segura para registrar información acerca de los servicios que las entidades subvencionadas por DCYF ofrecen a los jóvenes de San Francisco con el fin de facilitar la difusión del programa, la inscripción y hacer un seguimiento del uso y el impacto del programa. Como entidad subvencionada por DCYF, nuestra agencia tiene acceso a esta base de datos compartida con el fin de reportar datos sobre los jóvenes a los que servimos. Los datos que reportamos a DCYF también se comparten con el SFUSD.

Al firmar este formulario, usted autoriza que:

1. Nuestra agencia comparta información sobre la participación de su niño en nuestro programa (o su participación, si usted tiene 18 años o más) con personal autorizado en DCYF y SFUSD para los propósitos descritos anteriormente. La información que nuestra agencia reporta a DCYF incluye:
 - Información sobre la persona, como el nombre, la fecha de nacimiento y la dirección;
 - Información demográfica, como raza/etnia e identidad de género;
 - Información educativa, como el nombre de la escuela y el grado;
 - Participación en actividades y servicios, como fechas de asistencia y horas de asistencia;
 - Encuestas anónimas y voluntarias sobre la experiencia de los jóvenes.
2. SFUSD comparta cierta información sobre su niño (o usted, si tiene 18 años o más) con personal autorizado de nuestro programa como entidad subvencionada por DCYF. La información que SFUSD reporta a DCYF incluye:
 - Información personal, como el nombre, la fecha de nacimiento y la dirección;
 - Información educativa, como el nombre de la escuela y el grado;
 - Fechas de asistencia en el SFUSD o en una escuela del SFUSD.

DCYF, SFUSD o nuestra agencia no reportarán públicamente ninguna información que nosotros compartamos de manera que pueda utilizarse para identificar a su niño (o a usted, si usted tiene 18 años o más).

Restricciones: Toda la información que proporcionamos o a la que tenemos acceso que está relacionada con un estudiante del SFUSD está protegida por las leyes federales y estatales que rigen el uso, la divulgación y la repetición de la divulgación de los registros de educación estudiantil. Las entidades que no sean DCYF, SFUSD o nuestra agencia no tendrán acceso a ninguna información personal identificable que se reporte en la base de datos, excepto en la medida en que las partes hayan obtenido autorización previa por escrito de usted o hayan seguido las pautas y procedimientos del SFUSD para obtener acceso a dicha información.

Fecha de vencimiento: Esta autorización vence el 30 de junio de 2029.

Sus derechos: Usted puede negarse a firmar este formulario y puede cancelar esta autorización en cualquier momento haciéndoselo saber a nuestra agencia por escrito. Si usted cancela la autorización que nos permite divulgar información a DCYF y SFUSD, y de SFUSD a nuestra agencia, la cancelación entrará en vigor inmediatamente, a menos que la información ya haya sido compartida. Usted tiene derecho a recibir una copia de este formulario.

Su nombre: _____

Relación con el participante: Padre/Madre Tutor legal Participante de 18 años o más

Firma: _____ **Fecha:** _____

公開學生機密資訊授權書

機構名稱: _____

參與者姓名: _____

出生日期: _____

三藩市兒童青年和家庭服務局 (DCYF) 資助我方機構和我們提供的服務。為了滿足這項資助的規定, 我們與 DCYF 分享我們服務參與者的資訊。DCYF 和三藩市聯合學區 (SFUSD) 保持一個共用的安全資料庫以記錄 DCYF 的受贈人向三藩市青少年提供的服務相關資訊, 以便促進對外推廣和招生工作, 並且追蹤計畫的使用情況和影響。我方機構作為 DCYF 受贈人可以存取共用資料庫, 查看與報告關於我們所服務的青少年的資料。我們向 DCYF 報告的資料也會與 SFUSD 共用。

簽署此授權書即表示您授權

1. 我方機構與 DCYF 和 SFUSD 的授權人員分享您孩子 (或您的參與, 如果您年滿 18 歲或以上) 參與我們計畫的資訊。我方機構向 DCYF 報告的資訊包括:
 - 個人資訊, 如姓名、出生日期和地址;
 - 人口資訊, 如種族/族裔和性別認同;
 - 教育資訊, 如學校名稱和年級;
 - 參加活動和服務, 如出席日期、出席日期和時間; 以及
 - 匿名和自願的青少年體驗調查。
2. SFUSD 將與我們作為 DCYF 受贈人的計畫授權人員分享您孩子 (或您, 如果您年滿 18 歲以上) 的某些資訊。SFUSD 向 DCYF 報告的資訊包括:
 - 個人資訊, 如姓名、出生日期和地址;
 - 教育資訊, 如學校名稱和年級; 以及
 - 在 SFUSD 或 SFUSD 學校的在讀日期。

DCYF、SFUSD 或我方機構不會公開報告我們提供的任何可能用於識別您的孩子 (或您, 如果您年滿 18 歲以上) 身分的資訊。

限制條件: 我們所提供或存取的與 SFUSD 學生有關的所有資訊都受聯邦和州法律保護, 這些法律治理學生教育記錄的使用、披露和再披露。除了 DCYF、SFUSD 和我方機構之外的其他方將無權存取任何報告到資料庫中的個人識別資訊, 除非其他方事先獲得您的書面授權或遵循 SFUSD 政策和程序獲取此類資訊。

到期日: 此授權書將於 2029 年 6 月 30 日到期。

您的權利: 您可以拒絕簽署此授權書。您可以隨時以書面形式通知我方機構取消授權。如果您取消允許我們向 DCYF 和 SFUSD 公開資訊以及 SFUSD 向我方機構公開資訊的許可, 除非資訊已經公開, 否則取消將立即生效。您有權收到此授權書的副本。

您的姓名: _____

與參與者的關係: 家長 法定監護人 年滿 18 歲以上的參與者

簽名: _____

日期: _____

AWTORISASYON PARA ILABAS ANG KUMPIDENSYAL NA IMPORMASYON TUNGKOL SA ESTUDYANTE

Pangalan ng Ahensya: _____

Pangalan ng Kalahok: _____ **Petsa ng Kapanganakan:** _____

Pinopondohan ng San Francisco Department of Children, Youth and Their Families (DCYF, Kagawaran ng San Francisco para sa mga Bata, Kabataan at Kanilang mga Pamilya) ang aming ahensya at mga serbisyong aming ipinagkakaloob. Upang matugunan ang mga iniatas ng pagpopondong ito, nagbabahagi kami ng impormasyon tungkol sa mga kalahok sa aming mga serbisyo sa DCYF. Ang DCYF at ang San Francisco Unified School District (SFUSD, Nagkakaisang Distrito ng Paaralan ng San Francisco) ay nagpapanatili ng magkasamang ginagamit at ligtas na database para irekord ang impormasyon tungkol sa mga serbisyong ipinagkakaloob sa mga kabataan ng San Francisco sa pamamagitan ng mga ginawaran ng DCYF upang mapabilis ang pakikipag-ugnayan at pag-enrol at subaybayan ang paggamit at epekto ng programa. Bilang ginawaran ng DCYF, ang aming ahensya ay may access sa magkasamang ginagamit na database upang kapwa makita at iulat ang data tungkol sa kabataang aming pinaglilingkuran. Ang data na aming iniulat sa DCYF ay ibinabahagi rin sa SFUSD.

Sa pamamagitan ng pagpirma sa form na ito, inaawtorisahan ninyo

1. Ang aming ahensyang ibahagi ang impormasyon tungkol sa pakikibahagi ng inyong anak sa aming programa (o sa inyong pakikibahagi kung kayo ay nasa edad na 18 taong gulang o mas matanda pa) sa awtorisadong tauhan sa DCYF at SFUSD para sa mga layuning inilalarawan sa itaas. Kabilang sa impormasyong iniulat ng aming ahensya sa DCYF ang:
 - Personal na impormasyon, gaya ng pangalan, petsa ng kapanganakan, at address;
 - Impormasyong pandemograpiya, gaya ng lahi/etnisidad at pagkakakilanlan ng kasarian;
 - Impormasyon sa Edukasyon, gaya ng pangalan ng paaralan at baitang;
 - Pakikibahagi sa mga aktibidad at serbisyo, gaya ng mga petsa ng pagpasok at mga oras na pinasukan; at
 - Mga survey sa karanasan ng kabataan na hindi isinisiwalat ang pagkakakilanlan at kusang-loob na sinasagutan.
2. Ang SFUSD na ibahagi ang ilang impormasyon tungkol sa inyong anak (o sa inyo, kung kayo ay nasa edad na 18 taong gulang o mas matanda pa) sa awtorisadong tauhan mula sa aming programa bilang ginawaran ng DCYF. Kabilang sa impormasyong iniulat ng SFUSD sa DCYF ang:
 - Personal na impormasyon, gaya ng pangalan, petsa ng kapanganakan, at address;
 - Impormasyon sa Edukasyon, gaya ng pangalan ng paaralan at baitang; at
 - Mga petsa ng pagpasok sa SFUSD o sa paaralan ng SFUSD.

Hindi iulat sa publiko ng DCYF, SFUSD, o ng aming ahensya ang anumang impormasyong aming ipinagkakaloob sa paraang magagamit para matukoy ang inyong anak (o kayo, kung kayo ay nasa edad na 18 taong gulang o mas matanda pa).

Mga Restriksyon: Ang lahat ng impormasyong aming ipinagkakaloob o ina-access na nauugnay sa isang estudyante ng SFUSD ay pinoprotektahan ng mga pederal na batas at batas ng estado na namamahala sa paggamit, pagsisiwalat at muling pagsisiwalat ng mga rekord sa pag-aaral ng estudyante. Ang mga partidong bukod sa DCYF, SFUSD at ang aming ahensya ay hindi magkakaroon ng access sa anumang impormasyong matutukoy ang pagkakakilanlan na iniulat sa database, maliban kung sa abot na nakakuha ang mga partido ng paunang naka-sulat na awtorisasyon mula sa inyo o sumunod sa mga patakaran at pamamaraan ng SFUSD para makakuha ng access sa naturang impormasyon.

Pagkawala ng bisa: Ang awtorisasyong ito ay mawawalan ng bisa sa Hunyo 30, 2029.

Ang Inyong mga Karapatan: Maaari ninyong tanggihan ang pagpirma sa form na ito: Maaari ninyo itong kanse-lahin sa anumang oras sa pamamagitan ng pagpapaalam sa aming ahensya sa paraang nakasulat. Kung kakanse-lahin ninyo ang inyong permisong nagpapahintulot sa aming ilabas ang impormasyon sa DCYF at SFUSD, at SFUSD sa aming ahensya, agad itong magkakabisa, maliban kung nailabas na ang impormasyon. May karapatan kayong tumanggap ng kopya ng form na ito.

Ang Inyong Pangalan: _____

Kaugnayan sa Kalahok: Magulang Legal na Tagapag-alaga Kalahok na 18 taong gulang o mas matanda pa

Pirma: _____ **Petsa:** _____

APPENDIX B: SAMPLE PARTICIPANT PROFILE

The sample intake form below shows the prompts and response options used in participant profiles in the CMS. Replicating these fields and values in your own intake forms will facilitate CMS data entry and support the collection of high-quality participant data.

Personal Information (if participant is a SFUSD student, enter information according to SFUSD records)

First Name	Last Name(s)	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>

Housing Status (select one)

<input type="checkbox"/> Permanent/Stable Housing	<input type="checkbox"/> Homeless - Shelter/Emergency Housing
<input type="checkbox"/> Homeless - Motel/Hotel	<input type="checkbox"/> Homeless - Staying with Friends/ Family/ Doubled-up
<input type="checkbox"/> Homeless - Transitional/Supportive Housing	<input type="checkbox"/> Homeless - Unsheltered
<input type="checkbox"/> Unknown	

Home Address

Street Address	Apt./Unit	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Home Language (select one)

<input type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Cantonese	<input type="checkbox"/> Japanese	<input type="checkbox"/> Arabic
<input type="checkbox"/> Khmer/Cambodian	<input type="checkbox"/> Korean	<input type="checkbox"/> Laotian	<input type="checkbox"/> Mandarin	<input type="checkbox"/> American Sign Language
<input type="checkbox"/> Samoan	<input type="checkbox"/> Tagalog	<input type="checkbox"/> Toishanese	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Russian
<input type="checkbox"/> Unspecified				
<input type="checkbox"/> Other, specify language: _____				

Race/Ethnicity (select one)

<input type="checkbox"/> African American	<input type="checkbox"/> Hispanic/Latino - Mexican/Mexican American	<input type="checkbox"/> Pacific Islander - Guamanian
<input type="checkbox"/> Other Black (specify below) _____	<input type="checkbox"/> Hispanic/Latino - Central American	<input type="checkbox"/> Pacific Islander - Hawaiian
	<input type="checkbox"/> Hispanic/ Latino - South American	<input type="checkbox"/> Pacific Islander - Tongan
	<input type="checkbox"/> Hispanic/Latino - Caribbean	<input type="checkbox"/> Pacific Islander - Samoan
<input type="checkbox"/> Asian - Chinese	<input type="checkbox"/> Hispanic/Latino - Other (specify below) _____	<input type="checkbox"/> Pacific Islander - Other (specify below) _____
<input type="checkbox"/> Asian - Filipino		
<input type="checkbox"/> Asian - Indian	<input type="checkbox"/> Middle Eastern - Arab	<input type="checkbox"/> White
<input type="checkbox"/> Asian -Japanese	<input type="checkbox"/> Middle Eastern - Iranian	<input type="checkbox"/> Multiracial/ Multiethnic
<input type="checkbox"/> Asian – Khmer/Cambodian	<input type="checkbox"/> Middle Eastern - Other (specify below) _____	<input type="checkbox"/> Other (specify below) _____
<input type="checkbox"/> Asian - Korean		
<input type="checkbox"/> Asian - Laotian	<input type="checkbox"/> Native American	
<input type="checkbox"/> Asian - Thai	<input type="checkbox"/> Native Alaskan	
<input type="checkbox"/> Asian - Vietnamese		<input type="checkbox"/> Declined to state
<input type="checkbox"/> Asian - Other (specify below) _____		

Gender/Gender Identity (select one)

Participants Under 18 Years Old (select one)

What is your gender?

- Female
- Male
- Transgender
- Declined/Not Stated

Participants 18 Years Old or Over (select one)

What is your gender?

- Female
- Trans Male
- Genderqueer/Gender Non-Binary
- Declined/Not Stated
- Male
- Trans Female
- Not listed (specify below)
- _____

Sexual Orientation/Sexual Identity (select one)

Participants Under 18 Years Old

**Do you identify as gay, lesbian, or bisexual?
(select one)**

- Y
- N
- Unspecified

Participants 18 Years Old or Over

**Sexual Orientation/Sexual Identity
(select one)**

- Bisexual
- Gay/Lesbian/Same-Gender Loving
- Questioning/Unsure
- Straight/Heterosexual
- Declined/Not Stated
- Not listed (specify below)
- _____

Educational Attainment (select one)

- Not yet attending K-12
- Completed high school diploma or GED
- Dropped out of K-12 before diploma
- GED Program
- Post Secondary
- Currently attending K-12 (if selected, complete the section below)
K-12 Grade Level: _____
- Does not attend school
- Declined/Not Stated

If participant currently attends K-12, select one of the options below

- Enrolled in San Francisco Unified School District (SFUSD)

Specify School Attending: _____

- | | | |
|--|--|--|
| <input type="checkbox"/> Attends School Outside SF | <input type="checkbox"/> City Arts and Tech HS Charter | <input type="checkbox"/> KIPP San Francisco Bay MS Academy Charter |
| <input type="checkbox"/> Homeschooled | <input type="checkbox"/> Creative Arts K-8 Charter | <input type="checkbox"/> KIPP Bayview Academy MS Charter |
| <input type="checkbox"/> Parochial/Private | <input type="checkbox"/> Early Morning Study Program HS (County) | <input type="checkbox"/> KIPP SF College Preparatory Charter |
| | <input type="checkbox"/> Edison K-8 Charter Academy | <input type="checkbox"/> Life Learning HS Academy Charter |
| | <input type="checkbox"/> Five Keys Adult HS Charter American Sign Language | <input type="checkbox"/> Leadership HS Charter |
| | <input type="checkbox"/> Log Cabin Ranch HS Court School (County) | <input type="checkbox"/> Metropolitan Arts & Technology HS Charter |
| | <input type="checkbox"/> Gateway HS Charter | <input type="checkbox"/> Mission Preparatory K-8 School Charter |
| | <input type="checkbox"/> Gateway MS Charter | <input type="checkbox"/> SF Civic Center Secondary HS (County) |
| | <input type="checkbox"/> Hilltop HS (County) | <input type="checkbox"/> SF Civic Center Secondary MS (County) |
| | | <input type="checkbox"/> SF Court Woodside Learning Ctr (County) |

APPENDIX C: ACTIVITY CATEGORY DEFINITIONS

The following table provides definitions of DCYF's Activity Categories. If necessary, select multiple activity categories for each activity but please only select those that *best* capture the activity's objective.

Activity Category Definition	CMS Activity Type			
	Group	Individual	Job Placement	Activities w/out PI
Barrier Removal: Time spent supporting young people and their families with court dates and appearances, traffic and parking tickets, probation obligations, legal services, immigration services, applying for public benefits, translation services, transportation services, obtaining a driver's license/California ID, etc.	x	x		x
Family Supports: Activities intended to support parents and caregivers in accessing resources that meet their family's basic needs including childcare, food, shelter and wellness resources aimed to strengthen the social emotional relationship between parent and child.	x	x		x
Food and Other Basic Needs Distribution: Providing children, youth and families access to a range of resources that meet essential needs. Examples include but are not limited to: food, increasing access to technology, shelter/housing support, clothing and transportation.	x	x		x
Learning Supports: Activities that help children, youth and their families address disparities in academic outcomes. Examples include but are not limited to; support for children, youth and their adult guardians/parents for distance learning, individual or small-group tutoring, successful transitions during key periods (entering kindergarten, middle and high school), and/or completion of high school or equivalent.	x	x		x
Referrals/ Connections to Services: Connecting young people to an outside agency for the purpose of accessing services that meet their needs and/or help them achieve their goals. Referrals should promote positive social and emotional learning and support access to a broad range of supports.	x	x		x
Wellness and Mental Health Supports: Activities that help children, youth and their families learn and sustain practices and habits that help maintain and improve mental health; activities that help address the impacts of COVID-19 related stressors and other stressors that may affect overall wellness, like family and community violence. Examples of activities within this service category include but are not limited to wellness check-ins, mental health and wellness education, therapeutic sessions with mental health provider.	x	x		x

CMS Activity Type

Activity Category Definition	Group	Individual	Job Placement	Activities w/out PI
Comprehensive Afterschool: Activities implemented afterschool during the school year that include the following components: enrichment, skill-building, physical activity and grade-specific academic and transition supports.	x	x		x
School Day: Activities implemented during the school day when school is in session (not before or after school) during the school year.	x	x		x
Comprehensive Summer: Activities implemented during the summer that include the following components: enrichment, skill-building, physical activity and grade-specific academic and transition supports.	x	x		x
Mentorship: Activities that connect youth with caring adults who work with them over an extended period of time to provide motivation, guidance, connection and support with the ultimate aim of achieving positive goals, exploring new possibilities and increasing the youth’s self-esteem and confidence.	x	x		x
Enrichment/Skill Building: Enrichment/skill building activities that are implemented at a site operated by your agency and with participants that your agency recruits and enrolls. Select “Enrichment/Skill Building - Partner Agency” if you partner with another agency to provide services at their location and/or serve the participants that their agency recruits and enrolls.	x	x		x
Enrichment/Skill Building - Partner Agency: Enrichment/skill building activities that are implemented in partnership with another agency. Your agency provides services at their location and/or you serve participants that the other agency recruits and enrolls. For example, an afterschool program contracts with your agency to provide an arts workshop to the youth enrolled in the afterschool program.	x	x		x
ExCEL - Transfer Activity to EMS: Activities that require attendance transfers from CMS to the ExCEL Contract Management (EMS) system.	x	x		x
Other: Activities that address emerging needs that fall outside of the other categories. Include brief rationale for selecting ‘Other’ activity category in your Activity Description.	x	x		x
Internship: A paid, or unpaid, career preparation activity in which youth are placed in a business for a defined period of time to participate in and observe work firsthand within a given industry. Internships should include a formal learning contract between the youth, program, and the employer. Internships are intended to be highly structured, time-limited experiences that occur at a workplace.			x	

CMS Activity Type

Activity Category Definition

Group Individual Job Placement Activities w/out PI

Job Shadow: A career exploration activity in which youth observe the workday of a professional, interact with clients or customers, and attend meetings and other appointments. Job shadows are designed to help youth explore a field of interest while developing research skills and building occupational knowledge through a facilitated, active learning process.

x

Work Experience: A paid career preparation activity in which participants execute real work and are held to the same expectations as all employees at the workplace. Evaluations based on workplace expectations and performance should be provided by the worksite supervisor. Could be regular, paid employment, subsidized employment and/or learning-rich work experience.

x

Events: Events including, but not limited to, Townhalls, Lights On Afterschool, Summer Learning Week.

x

x

x

Staff Professional Development: Pre-approved by DCYF - Trainings, Conferences, Retreats

x