



The North Carolina Partnership for Children, Inc.

FY16-17 Activity Management Webinar

NCPC Programs Departments

March 14, 2016

2:15-3pm

Conference call number: 1-866-316-1519; participant code: 8547 181#
You must call in to "hear" the discussion

Agenda

- Discuss changes to
 - PIDs and auto approval
 - Delete function
 - Evidence upload
- Tour the updated, integrated version of Fabrik for all data entry
- Questions & Answers



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To hear presentation, be sure to call number above.

Guiding Principles

- Streamline the activity submission process for efficient processing of activities
- Improve integration of financial and quality assurance modules
- Ensure and support the implementation of evidence-based and evidence-informed (EB/EI) programs
- Continue to provide a comprehensive picture of the types of activities being offered across the network so we can best articulate services to the public and decision-makers

FY16-17 AM Highlights

- Fabrik access now has toggling between AM, Contracting, Data Collection, & Outcomes
- New look for functions! LP reviews activities in Fabrik; makes all changes, additions, & deletions
- LP clicks **"Review Request"** on menu for individual activities needing review
- Activity focused review: NCPC processes "New Activities" first, then Needs Review" activities
- Fabrik notifies LP and NCPC at key points

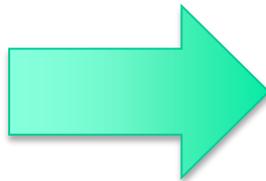
Activity Approval

Activity is auto
approved
based on PID

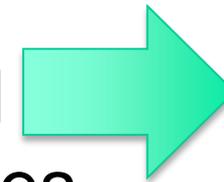


Done with
approval process

LP requests
review for
non Auto
Approved
activities



LP revises
activity as
needed and
NCPC approves
manually



Done
with
approval
process



Continuing Activities

- Most in contract continuing activities in FY15-16 roll over auto approved
- Changes made to PIDs may change the approval status
- Saving an approved continuing activity with NO changes may change the approval status

Activity Requirements for Approval

- CAD, Activity Detail, PID, and Outcome selections must be complete AND saved
- Documentation box (consistent with EB/EI board definition & programs) must be checked
- Logic model must be uploaded when required
- Evidence supplied as needed
- **“Request Review”** clicked for activities needing review

Program IDs

- Fewer than 3 Program IDs is ideal
- Relates to “auto-approval” (AA)
 - For rolled over activities, modifying the PIDs may cause Needs Review status
 - Needs Review status will require a logic model and possibly evidence submission
- PIDs auto-populate required Outputs

Quirky Changes

- Adding or Editing a CAD has multiple steps
 - Click the Edit/Modify CAD; Enter CAD
 - Click the Edit/Modify CAD; Save
- CADs must be saved on the CAD screen or they'll disappear
- PIDs must be saved on the PID screen or outputs won't show up
- **DELETE really deletes the activity;**
NO Restore function this year

Logic Models & Evidence

- Select Upload Files from menu as requested for logic model and evidence
- Required for:
 - Rolled over activities when a non auto approved PID is added (see FY16-17 PID approval list)
 - New activities that have a non auto approved PID
- LPs may choose to upload logic models for any activity; NCPC AM review is not required

Outputs & Outcomes

- Outputs, outcomes, and measures selected for FY 15-16 will roll over
- Outputs – Have been updated, especially ECE
- Outcomes – Call your QA Specialist if you need help
- Measures – Due by July 1st; though you may select now
- QA Specialists will be calling all LP's

Questions for QA Specialist?

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Mid-East:
Ann Spence

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LPAC East &
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**Cynthia
Turner**

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Welcome to...



ACTIVITY MANAGER

Browsers

- Mozilla Firefox
 - Download for free...
<http://www.downloadfirefoxbrowser.com/>
- Google Chrome
<http://www.google.com/chrome>
- **Unreliable:** Safari, Internet Explorer, Edge

Now for the Tour

Sign in please!



User Name

Password

Remember me

[Log in](#)

- [Forgot your password?](#)
- [Forgot your username?](#)
- [Don't have an account?](#)

Name and Address

First Name *

Last Name *

Job Title *

Current Employer

Street Address (Primary) *

City (Primary) *

Postal Code (Primary) *

State (Primary) *

Country (Primary) *

Email (Primary) *

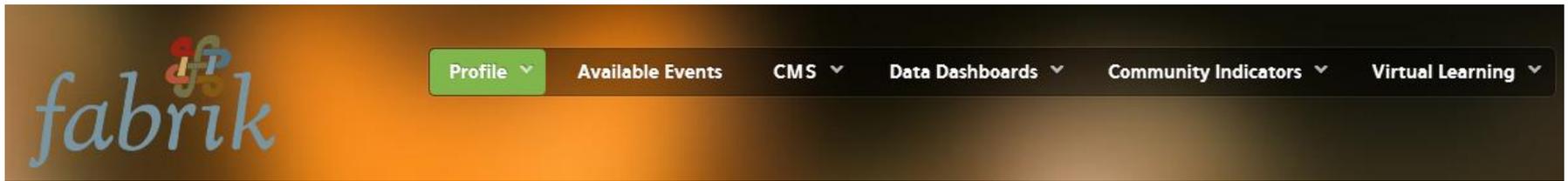
Phone-Phone (Primary) *

Phone-Mobile (Primary) *

[Logout |jdodson](#)

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Main Menu



- Select CMS button on Fabrik header
- Select Activity Manager 2.0
- See your LP Profile card
- Select the year – **make sure it is FY 16-17**

Access Partnership Activity Cards

Filters

Activity Type:
Show All ▼

PBIS ID
Show All ▼

PSC:
Show All ▼

Core Service:
Show All ▼

Contracts Status:
Show All ▼

Programs Status:
Show All ▼

Fiscal Year:
2016-2017 ▼

Quicker processing speed this year!

On the bottom of the Filters section, notice the year – make sure you select 2016-2017

If you click on the arrow, it will look like this

Fiscal Year:

2016-2017 ▼

2015-2016

2014-2015



Partnership Activity Cards

FY 2016 — 2017

Administration Wilson

Administration

The Wilson County Partnership for Children is a not-for-profit agency established to ensure that children under six years of age benefit from, and have access to, high quality early childhood education and development services. The Local Partnership board is made up of community lead...[more....](#)

Auto Approved Make Available

A 10 9100 Admin

ECE Wilson

Child Care Resource and Referral

Child Care Resource and Referral (CCR&R) will function with approval of the state CCR&R Council and will participate in the designated geographic region. Council specific outputs and outcome data will be supplied to the state system as required. Services may include: (1) consu...[more....](#)

Auto Approved Make Available

PLA40 3104 In House

ECE Wilson

NC Pre-K Quality Enhancement and Support

A full-time NC Pre-K Coordinator will administer quality improvement/assurance activities for NC Pre-K classrooms including data collection and information management, classroom observations, on-site technical assistance and training for NC Pre-K teachers. May also

Auto Approved Make Available

EDU10 3322 In House

ECE Wilson

WAGES

The Child Care WAGES Project is a statewide education-based salary supplement initiative created and administered by Child Care Services Association (CCSA), a non-profit agency in Chapel Hill, North Carolina. To

Family Support Wilson

Healthy Families America

Wilson County Department of Social Services (WCDSS) will implement Healthy Families America, an early childhood home visiting model with proven positive impacts. A Community Advisory Council will meet every

Prog Support Wilson

Program Coordination

The Program Coordination activity will develop and maintain relationships with service providers, and provide services critical to program accountability including: (1) review of progress of programs toward meeting pro-

Actions

CAD Report	LP Activity List
Activity List Full	Add New
LP Profile	QA Report

Sort Order:

Original Order

Filters

Activity Type:

Show All

PBIS ID

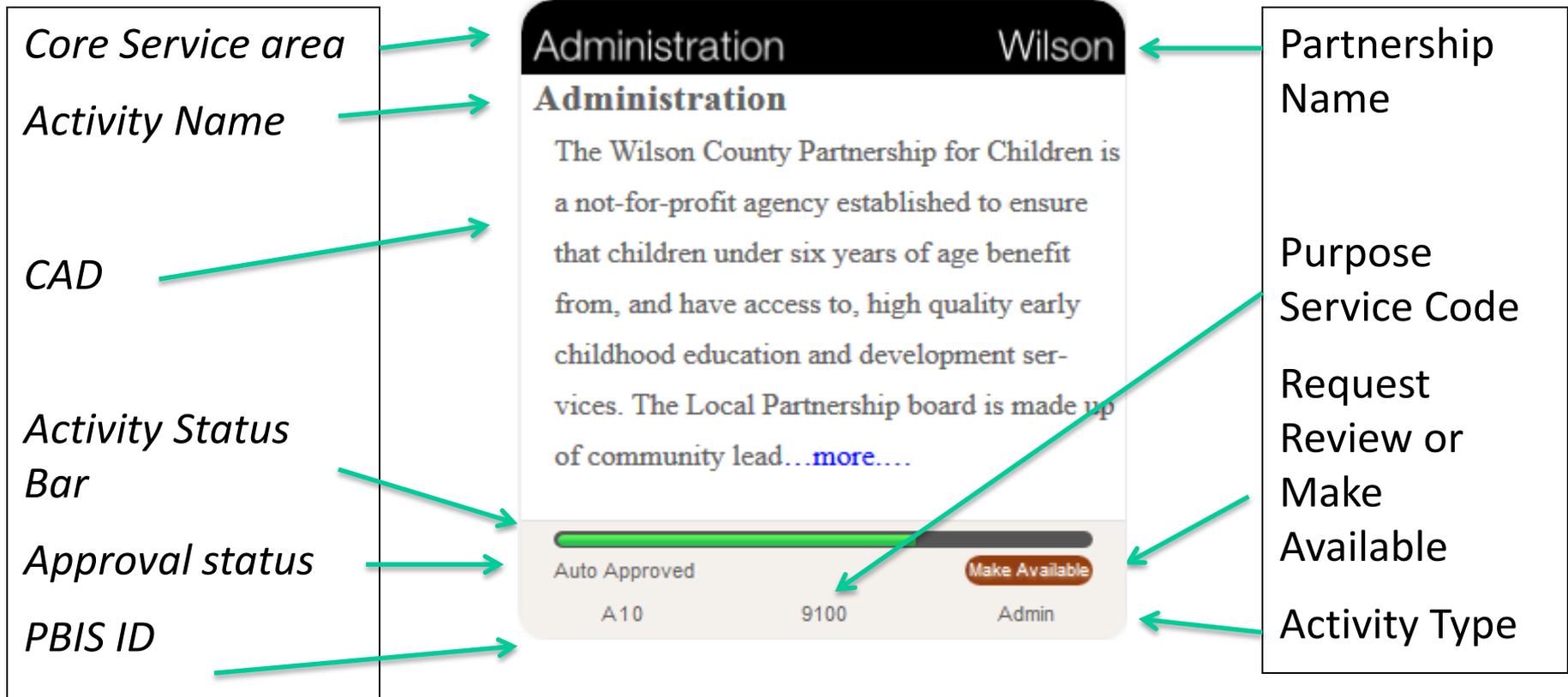
Show All

PSC:

Show All

Core Service:

Activity Card Details



Actions tool

Actions	
CAD Report	LP Activity List
Activity List Full	Add New
LP Profile	QA Report

From this area you may:

- Add a new activity
- View/print an abbreviated or full activity list
- Get a CAD report
- View LP profile
- QA Report

FILTER TOOL

Sort Order:
Original Order ▼

Filters

Activity Type:
Show All ▼

PBIS ID
Show All ▼

PSC:
Show All ▼

Core Service:
Show All ▼

Contracts Status:
Show All ▼

Programs Status:
Show All ▼

- Sort activities
- Find activities by type, PBIS ID, PSC, Core Service area, & Program status (approval)
- NEW! Contract status
- At the very bottom of blue filter tool, you'll see the total number of activities

Instructions

The Instructions document details step by step how to proceed

Due to the changes, it is incredibly important for you to use the instructions!

Fabrik Virtual Learning Pro



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Main Menu

Let's look at each menu option.

Family Support

Smart Start Raising A Reader

- Edit/Modify CAD
- Edit Activity Details
- Upload EB/EI Files
- Edit Program ID(s)
- Select Outputs
- Select Outcomes
- Select Measures
- Delete this Activity
- UnApprove Activity
- Add to Contract
- View Budget
- View Status History
- View Change History



POP UP BOXES

These function like last year:

Change justification - what field was changed and why;

- remember to save
- confirm with next 2 pop up boxes,
- then when refreshed, close box with the X on top right.

Message boxes will tell you if

- you need a logic model and evidence upload
- activity was saved
- what should happen next (click ok)



Upload files

Logic model & evidence uploads happen on the same screen.

Let's look at the wealth of info here!

The screenshot shows the 'Family Support' application interface for 'New Hanover'. The header includes 'Family Support' and 'New Hanover'. Below the header, there are tabs for 'Motherhead', 'FS10', and 'In House', with a status indicator 'Approved: Available for Contracts: In Contract' and the number '5512'. A left sidebar contains a menu with options: Edit/Modify CAD, Edit Activity Details, Upload EB/EI Files, Edit Program ID(s), Select Outputs, Select Outcomes, Select Measures, Edit Budget, Enter Output Data, Enter Outcome Data, View Status History, and View Change History. The main content area is divided into two sections: 'Logic Model' and 'Evidence'. The 'Logic Model' section contains a text block explaining requirements for Smart Start funded activities, a checkbox for documentation, and a file upload area with a 'Choose File' button (showing 'No file chosen') and an 'Upload Logic Model' button. Below this is a table of uploaded files. The 'Evidence' section contains a text block asking for evidence to support components, a list of checkboxes for evidence types, and another file upload area with a 'Choose File' button (showing 'No file chosen').

Family Support New Hanover

Motherhead FS10 In House 5512

Approved: Available for Contracts: In Contract

All Smart Start funded activities must meet the requirements to be evidence-based or evidence-informed. This involves having research findings with positive outcomes and in some cases, a logic model and guidelines to support implementation. Activities with newly assigned PID's that are not auto-approved cannot be approved until logic models and evidence have been reviewed.

We have documentation for this activity consistent with the definition of evidence-based and evidence-informed programs and practices adopted by the NCPC Board on 7/26/11.

Logic Model

If this activity has at least one newly assigned PID that is not auto-approved, please upload your logic model for review.

No file chosen

File Name	Size	Date Uploaded
SSRHC COE Logic Model updated 6-23-	20.4 KB	06-26-2015
15_018_5517.docx	KB	12-48
NEW HANOVER SSCOE CAD rev'd by LP 6-	12.12 KB	06-26-2015

Evidence

What evidence are you using to support the components of this activity? Check all that apply.

- EB/EI Resource Guide for **all** components of this activity
- EB/EI Resource Guide for **some** components of activity
- Other evidence
- Not Sure, we will contact our QA Specialist at NCPC

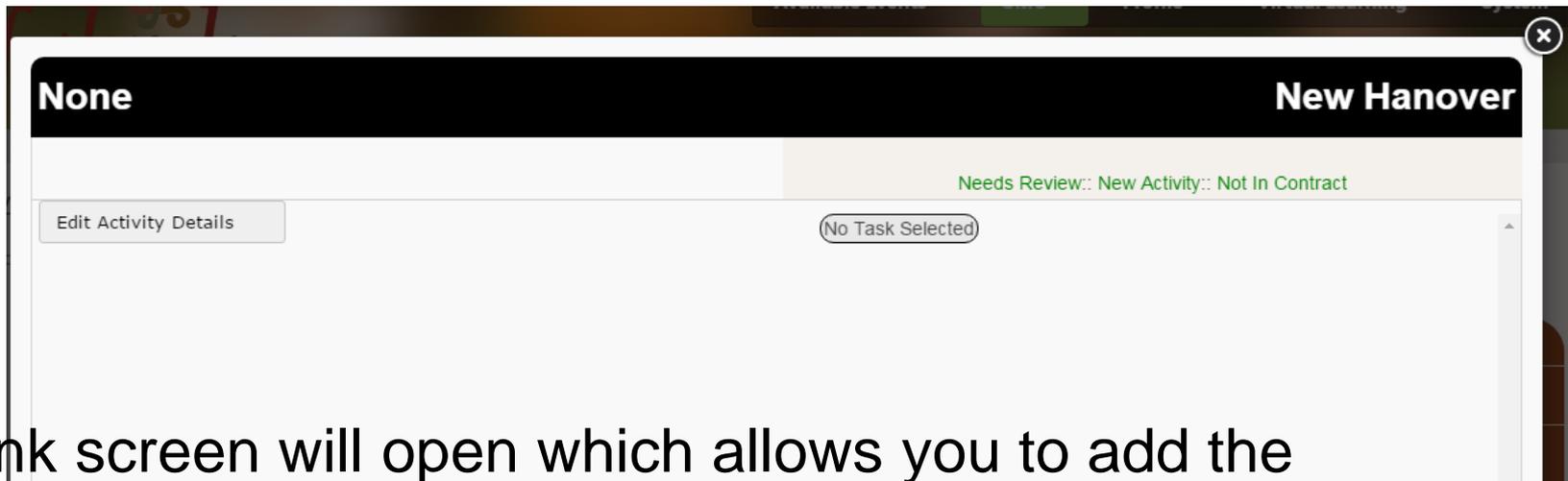
Please upload evidence for components of this activity not in the Resource Guide that you have not already provided to NCPC.

No file chosen

Add a New Activity

Actions	
CAD Report	LP Activity List
Activity List Full	Add New
LP Profile	QA Report

From the activity card list, select Add New Activity at top of Filter box



A blank screen will open which allows you to add the pertinent Activity Details info.

Request Review

ECE **New Hanover**

Smart Start Behavior and Inclusion Supports PLA40 In House 3417

Needs Review:: Review Not Requested:: In Contract

[Edit CAD](#)

No Changes made

The Education Services Manager and up to 2 full-time staff employed by Smart Start of New Hanover County will make up Smart Start Behavior and Inclusion Support (SSBIS) which will provide services to early childhood professionals and families. Support will be available to staff working in licensed child care centers and family child care homes using tools provided by the Center on the Social and Emotional Foundations of Early Learning. There will be two levels of services offered to the early childhood workforce based on the need and a plan to support families as well as coordinate services in the community. The classroom/environment-specific focus will promote the healthy social-emotional behaviors in young children while the child-specific component will work to prevent the expulsion of children from care and from requiring intervention services in the future. SSBIS staff will work along side families to navigate the early intervention system, will share and gather information from partnering agencies regularly, and will participate in programmatic and early childhood outreach and public awareness events for which marketing materials may be purchased. Trainings may be a contracted service. Refreshments may be provided for meetings and training events. SSPC staff will receive professional training as necessary during the year. |

- Edit/Modify CAD
- Edit Activity Details
- Upload EB/EI Files
- Edit Program ID(s)
- Select Outputs
- Select Outcomes
- Select Measures
- Request Review
- Edit Budget
- Enter Output Data
- Enter Outcome Data
- View Status History
- View Change History

Sample ED

Contracts: Read/Write (1)

Planning: Read/Write (1)

See top right – review status; Use Request Review on left

HOW TO REQUEST REVIEW

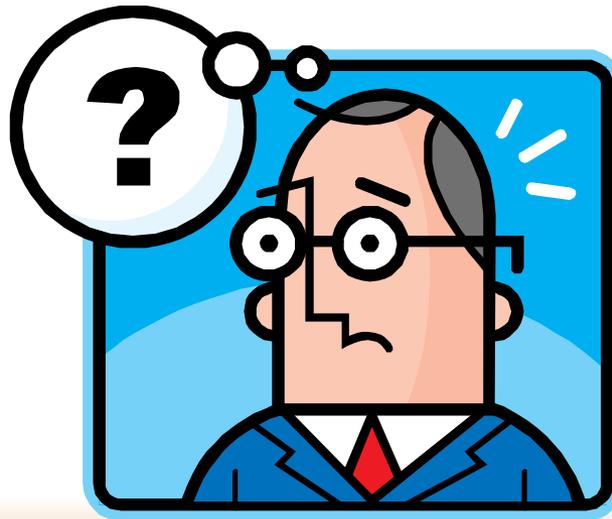
On the cards screen:

- Individual activities with a red bar (Needs Review)
 - when you are ready for review click the **“Review Request”** button on the face of the card
- Click each one as you finish (do not wait until all activities are finalized or your review will be delayed) and you’re done!
- After Approval (auto or manual)
 - The ED clicks the green **“Make Available”** button on the activity card to send activities for initial contracting



QUESTIONS??

Based on all you've seen, what questions come to mind?



FY16-17 AM Resources



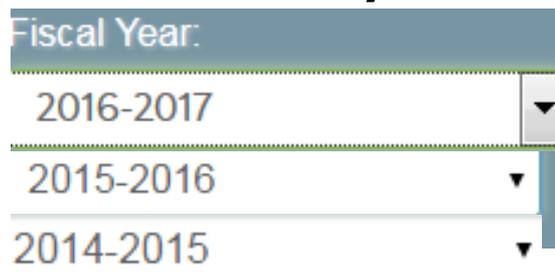
NEW LOCATION!

All supporting documents will be posted to Fabrik Virtual Learning tab

- Memo from Allison Landy (2/6/16)
- Revised Program ID List with auto approved activities designated as AA
- PSCs Descriptions for FY16-17
- CAD templates
- Fabrik Overview and Instructions
- PBIS ID Definitions
- Checklist for Processes/Documents
- Outputs
- Outcomes

Changing Gears: FY15-16 Amendments

- Current FY CADs and budgets will still be amended in the FY 15-16 Fabrik Contracts section – make sure you're in the current year!



Fiscal Year:

2016-2017	▼
2015-2016	▼
2014-2015	▼

- CAD changes amendment must be submitted in Fabrik by May 27th
 - Give yourself a few days leeway in case there are glitches

Questions?

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