

STANDARDS



COE DEVELOPED CSBG
ORGANIZATIONAL STANDARDS

Documenting Standard 4.3

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Form Documenting Standard 4.3

Standard 4.3: The organization’s Community Action plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation). In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.

This Standard is intended to demonstrate the Eligible Entity’s use of all of the phases of the ROMA Cycle in its work. The documentation for this integration can be found in its Community Assessment, Strategic Plan, and agency reports (to external entities and to its board). It is not intended to be a complex or burdensome description of use, but an affirmation that the agency engaged in thoughtful assessment of needs, planning to meet those needs, implementation of programs and services designed to meet those needs, collection of data, and an analysis of this data.

Please provide a brief narrative describing your agency’s use of each step of the ROMA Cycle using elements of your Community Assessment *and/or* Strategic Plan to do so.

	Community Assessment	Strategic Plan	Agency Reports
Assessment			
Planning			
Implementation			
Achievement of Results			
Evaluation			

See attached checklist that Nationally Certified ROMA Trainers may use to frame discussion with local agencies about specific areas of the Cycle.

A Nationally Certified ROMA Trainer (NCRT) is to be accessed by each Eligible Entity during the course of the ROMA Cycle. This can be done through a conference call, in person consultation or training, etc. at some point during the cycle. Again, the documentation of this interaction is not meant to be burdensome, but a brief narrative describing the type of interaction with the Certified ROMA Trainer.

Name of Certified ROMA Trainer	
Relationship of Trainer to CAA (On staff, consultant, State Association, Other)	
Type of Interaction (in person or by phone/web meeting)	
Date(s) of Interaction	
Brief Description of Interaction	

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ROMA Implementation Checklist

ROMA Cycle	ROMA Action Item	Participant Manual Module	Found in documents reviewed	Notes <i>(expand as needed)</i>
Assessment	Review/revise current MISSION statement	2, Part 1		
	Review last community NEEDS assessment to determine priority needs <ul style="list-style-type: none"> - Ensure that needs identified are properly labeled as <i>family, agency, and community levels</i> 	2, Part 2		
	Evaluate the available resources in your community to address any service gaps or find collaborators	2, Part 2		
	Evaluate current program services and determine effectiveness to meet needs (based on recent program performance).	2, Part 2		
Planning	For the top 3-5 needs identified in your most recent community needs assessment, begin to develop a logic model for each. Fill in as you complete the ROMA action items.	7		
	Based on needs and program evaluation, identified during the assessment process, plan your measurable OUTCOMES to be achieved to meet the needs that are linked to the 6 NPP's.	3, Part 1		
	Identify SERVICES and strategies to achieve outcome(s).	3, Part 2		
	Determine OUTCOME INDICATORS	4		
	Determine your projected success rates for each outcome indicator.	5		
	Develop a system to track services and outcomes. Determine what documentation will be collected to measure each outcome, staff responsible and how often data will be collected. (MEASUREMENT TOOL, DATA PROCESSES, and FREQUENCY)	5		
	Create or update agency Strategic and Community Action Plans to include outcomes, strategies and data collection information.	3, Part 1		
Implementation	Implement revised Community Action Plan	4		
	Determine frequency to monitor implementation of plan.	4		
	Determine the frequency for evaluating progress and report results to board.	4		
Achievement of Results	Measure your actual RESULTS for each outcome	5		
	Submit CSBG IS report data to the State Office, assuring accuracy and timeliness of submission.			
Evaluation	Analyze data; compare with performance targets/projected success rates determined during the planning phase.	5		
	Review the demographics of the population served. Identify if they have received single services, multiple services, or bundled services. Consider the connections among people, services, and outcomes.	4		
	Make recommendations to the Board regarding action to be taken based on analysis.			
	Adjust performance goals as needed as evidenced by actual performance. Continue strategies that achieve desired performance goals. Revise or discontinue strategies that do not achieve desired performance.	5		
Reassessment	Review all data from community and agency. Reevaluate the community needs assessment process, make changes (if needed) to ensure that later assessments follow the ROMA framework and guidelines.	2, Part 2		
Planning	Update Community Action Plan.	3, part 2		

MEMORANDUM OF UNDERSTANDING

BETWEEN

**Arkansas Community Action Agencies Association Inc.
Arkansas Community Action Agencies
Arkansas DHS Division of County Operations/Office of Community Services**

This Memorandum of Understanding (MOU), effective July 1, 2015, is entered into by and between the Arkansas Community Action Agencies Association Inc. (ACAAA), Arkansas Community Action Agencies (CAAs), and the Arkansas DHS Division of County Operations/Office of Community Services (OCS), to confirm participation in a statewide effort to increase the capacity of Arkansas CAAs to implement and document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle - assessment, planning, implementation, achievement of results, and evaluation.

Nationally Certified ROMA Trainers

Access to ROMA trainers in Arkansas will be provided by trainers that are nationally certified in Results Oriented Management and Accountability, a performance-based initiative designed to preserve the anti-poverty focus of Community Action Agencies receiving Community Services Block Grant (CSBG) funds. Nationally Certified ROMA Trainers (NCRTs) in Arkansas, as well as qualified consultants, will facilitate the provision of training and technical assistance, as well as carry out the following functions:

Functions of NCRTs

Arkansas NCRTs will implement and document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle, including assessment, planning, implementation, achievement of results, and evaluation.

Statewide ROMA Participation

The Arkansas Community Action Agency (CAA) will:

- Designate at least one staff member to be an active participant on the ACAA ROMA Committee, which will play a key role in developing common approaches to meet CSBG organizational standards in Arkansas. (*Active participation is defined by 80% attendance to all called meetings*)
- Commit to allowing applicable staff to participate in training and technical assistance necessary to meet organizational standards and overall compliance with CSBG law, policies and procedures.

- Utilize the services of a Nationally Certified ROMA Trainer (NCRT) to provide training and technical assistance on implementing and documenting the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle. Check one that applies:

- These services will be provided by the following on-staff NCRTs:

- OR -

- ACAAA will be requested to be the primary provider or coordinator of these services.
- Implement and document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle, including assessment, planning, implementation, achievement of results, and evaluation.

The Arkansas Community Action Agencies Association (ACAAA) will:

- Convene, coordinate and provide notification and follow-up for ROMA Committee meetings.
- Coordinate CAA requests for training and technical assistance with appropriate NCRT or other trainer/consultant/resource to assist with assessment, planning, implementation, and evaluation of agency programs.
- Identify and facilitate the provision of additional training and mentorship to strengthen the capacity of the Arkansas NCRT cohort.
- Track and report training, technical assistance, and other related activities engaged in or provided by Arkansas NCRTs, as well as training requested by Arkansas CAAs.

The Arkansas DHS Division of County Operations/Office of Community Services (OCS) will:

- Designate at least one staff member to be an active participant on the ACAAA ROMA Committee.
- Support ACAAA in the provision of training and technical assistance for CAAs and NCRTs that will strengthen the capacity of the CAA Network and ensure compliance with CSBG Organizational Standards, CSBG law, policies, and procedures.
- Evaluate and report progress regarding the statewide effort to increase the capacity of Arkansas CAAs to implement and document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle.

This Memorandum of Understanding will remain in effect, unless and until modification becomes necessary. Modifications will become effective upon signature by each authorized agency representative.

Executive Director, Agency_____

Date

Rebecca Reynolds, Executive Director, ACAA

Date

Lorie Williams, Assistant Director, DHS DCO/OCS

Date

Arkansas Community Action Agencies Association, Inc.