

**The following changes were made to the CMS in 2010-2011. Each of these changes is addressed in more detail below.**

1. Activities buttons were reorganized on the left hand menu
2. Activity setup now requires that you link the service location to the activity
3. Service category designation in the Activity is limited to one service category
4. "Other" has been added to the ZIP code option

## **1. Reorganization of Activity Buttons**

**New Layout of CMS Home Page** – Activities are now grouped as Direct and Indirect.

**Direct Activities include:** Group Activities, Individual Activities, Case Management and Workshops/Trainings/Meetings

The Workshops/Trainings/Meetings option does not require client-level enrollment. You should only use this activity option if you are providing short-term workshops/trainings or there are significant barriers to collecting participant data for reporting reasons. Because DCYF is very limited in what we can report about participants who are counted under this activity type, you must get approval from your program officer or Laura Moyé, Data Manager for DCYF, before using the Workshops/Training/Meeting option.

**Indirect Activities include:** Events, General Outreach, Drop-In and Information and Referral. Reporting for these activity types have not changed. You will notice that the Street Outreach option is no longer on the CMS. General Outreach should be used for all forms of outreach. If you are unclear about whether or not you should be reporting Indirect Activities, please contact your program officer.

## **2. Activity setup now requires you to link the service location to the activity**

In your workplan you identified the locations at which your services will be provided. These locations have been auto populated into a drop-down menu in the activity setup. When creating a new activity (Group or Individual), you will be prompted to select a service location from a drop-down menu of service locations. If you do not see the service location in the drop-down menu, then you will need to go back to your workplan and add the service location to the Contact Information form.

This change requires that similar activities occurring at different locations must be setup as separate activities. This change will allow DCYF to report with more accuracy where participants are receiving services. This information will be reported to the Board of Supervisors.

**3. Service category designation in the Activity is limited to one service category**

Up to three DCYF Service Categories could be assigned to an activity in the past. You are now being asked to identify one Service Category that best describes the purpose of the activity that you are creating. We have expanded the list of Service Categories from which you can choose. Please read the definitions carefully. There will be a link to the Service Categories and their definitions in the activity setup form.

Note: If you are continuing a 2009-2010 activity into 2010-2011 you must update the activity setup with the following information: 1) the 10-11 funding source, 2) the service location and 3) the service category. If you do not update your activity correctly you will NOT receive credit for attendance in the activity.

**4. "Other" is a new ZIP Code option**

Services through DCYF funding are restricted to San Francisco residents. However, some programs are funded to provide services to children and youth who are in San Francisco systems, such as Juvenile Probation, Child Welfare, or San Francisco Unified School District but do not have a San Francisco home address. In these cases, please select other and then type in the home address ZIP for the youth.

In cases where a participant is homeless, please use the Unknown category only if the participant does not have transitional housing. In cases where the participant is in transitional housing, please use the address of the transitional housing.