



The Center for Applied
Management Practices



C A P **GUIDEBOOK** **2023**

*A Step-by-Step Guide to Completing the CSBG
Community Action Plan (CAP)*

PREPARED BY :

eLogicGenesis  **TEAM**

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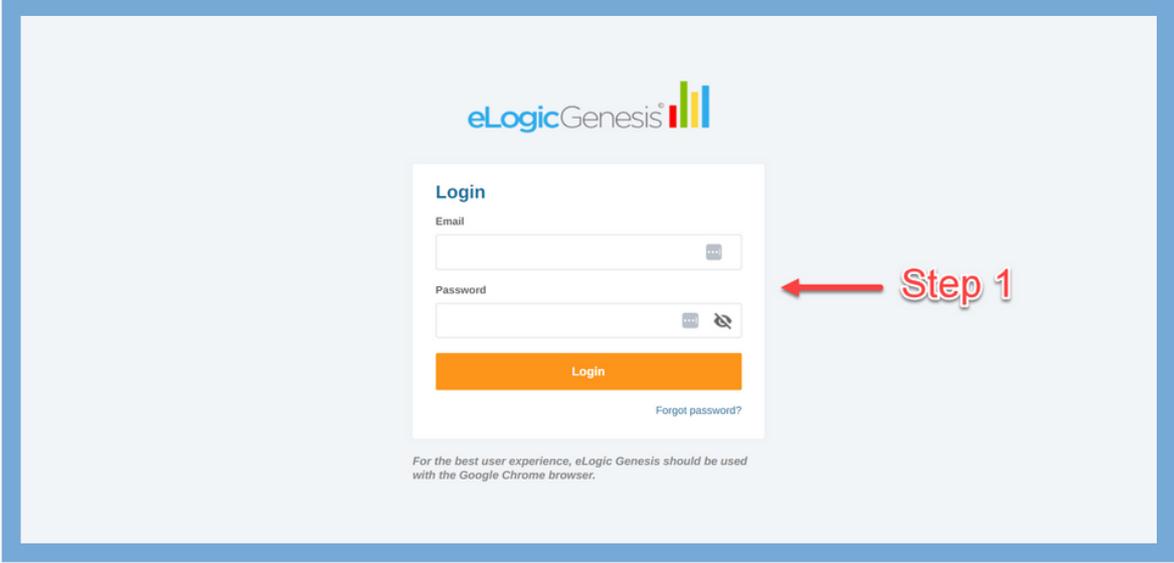
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Prelude

Logging in



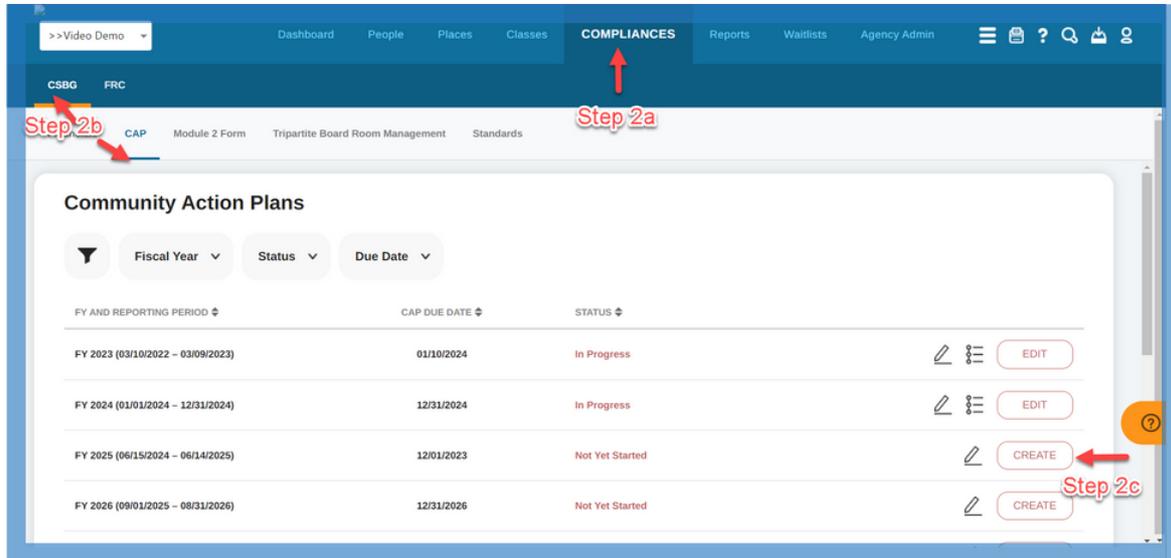
Step 1



The screenshot shows the eLogicGenesis login interface. At the top center is the logo for eLogicGenesis, which includes a stylized bar chart icon. Below the logo is a white login form with the title "Login". The form contains two input fields: "Email" and "Password". The "Email" field is highlighted with a red arrow and the text "Step 1". Below the "Password" field is an orange "Login" button and a link for "Forgot password?". At the bottom of the form, there is a small note: "For the best user experience, eLogic Genesis should be used with the Google Chrome browser."

You must initially log in to your eLogic Genesis account before completing the CAP.

Step 2



2a: Go to the "Compliances" tab in the system menu to view your compliances.

2b: Click the "CAP" subtab that is located under the "CSBG" tab.

2c: Find the Community Action Plan (CAP) that you must submit and then click the "Create" button under your Community Action Plan dashboard.

Part 1

Purpose



Purpose Overview

Purpose

The Community Action Plan (CAP) is a road map showing how Community Services Block Grant (CSBG) eligible entities plan to deliver CSBG services. The CAP identifies and assesses poverty-related needs and resources in the community and aids in the construction of a comprehensive plan for how best to supply CSBG services to individuals and families most affected by poverty. CSBG funds may be used to support activities that aid low-income families and individuals, homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families by removing obstacles that prevent the achievement of self-sufficiency.

Enter the date the most recent Community Needs Assessment was completed:

Describe the process used to conduct the Community Needs Assessment (including the involvement of low-income persons, the community served, agency staff, and the board of directors). You can upload your last Community Needs Assessment File Instead:

[?](#)

The first section in your CAP is the "Purpose," which outlines the objective of completing the CAP. (Much of this section is prefilled with State/CSBG information.)

Step 1

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 0% Complete X

Purpose

The Community Action Plan (CAP) is a road map showing how Community Services Block Grant (CSBG) eligible entities plan to deliver CSBG services. The CAP identifies and assesses poverty-related needs and resources in the community and aids in the construction of a comprehensive plan for how best to supply CSBG services to individuals and families most affected by poverty. CSBG funds may be used to support activities that aid low-income families and individuals, homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families by removing obstacles that prevent the achievement of self-sufficiency.

Enter the date the most recent Community Needs Assessment was completed:

Step 1

Describe the process used to conduct the Community Needs Assessment (including the involvement of low-income persons, the community served, agency staff, and the board of directors). You can upload your last Community Needs Assessment File Instead: [?](#)

Your Uploaded File(s)
No files

In-Progress CAP's Checklist
● FY2023 ^

- Purpose
- Mission
- Vision

Please enter the date of the most recent Community Needs Assessment in the designated "Date" box.

Step 2

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 0% Complete X

Step 2

Describe the process used to conduct the Community Needs Assessment (including the involvement of low-income persons, the community served, agency staff, and the board of directors). You can upload your last Community Needs Assessment File Instead: ?

Upload File

COMPLIANCE WITH FEDERAL LAW
To comply with the Community Services Block Grant (CSBG) Act, Section 676 (b)(11) which requires the state to secure from each eligible entity, as a condition to receive funding through Community Services Block Grant, a Community Action Plan that includes a community-needs assessment for the community served.

COMPLIANCE WITH STATE LAW

Your Uploaded File(s)
No files

In-Progress CAP's Checklist
● FY2023 ^

- Purpose
- Mission
- Vision
- Assessment

Describe how the Community Needs Assessment was conducted, including the involvement of low-income individuals, the community served, agency staff, and the board of directors.

Step 2a

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 0% Complete X

Describe the process used to conduct the Community Needs Assessment (including the involvement of low-income persons, the community served, agency staff, and the board of directors). You can upload your last Community Needs Assessment File Instead: ?

Upload File ← **Step 2a**

Your Uploaded File(s)
No files

In-Progress CAP's Checklist
● FY2023 ^

- Purpose
- Mission
- Vision

COMPLIANCE WITH FEDERAL LAW
To comply with the Community Services Block Grant (CSBG) Act, Section 676 (b)(11) which requires the state to secure from each eligible entity, as a condition to receive funding through Community Services Block Grant, a Community Action Plan that includes a community-needs assessment for the community served.

COMPLIANCE WITH STATE LAW

Alternatively, you may use the yellow "Upload File" button to upload your most recent Community Needs Assessment File.

Step 3

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 0% Complete X

COMPLIANCE WITH FEDERAL LAW
To comply with the Community Services Block Grant (CSBG) Act, Section 676 (b)(11) which requires the state to secure from each eligible entity, as a condition to receive funding through Community Services Block Grant, a Community Action Plan that includes a community-needs assessment for the community served.

COMPLIANCE WITH STATE LAW
To comply with Louisiana Revised Statutes 23:63 in which a Community Action Agency shall

I acknowledge, understand, and adhere to the federal and state laws.

Your Uploaded File(s)
No files

In-Progress CAP's Checklist
● FY2023 ^

- Purpose
- Mission
- Vision

Step 3
Save and Next

Please take a moment to familiarize yourself with the compliance laws. Once you have done so, kindly scroll down and locate the small checkbox on the left-hand side.

Step 4

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 0% Complete X

COMPLIANCE WITH FEDERAL LAW
To comply with the Community Services Block Grant (CSBG) Act, Section 676 (b)(11) which requires the state to secure from each eligible entity, as a condition to receive funding through Community Services Block Grant, a Community Action Plan that includes a community-needs assessment for the community served.

COMPLIANCE WITH STATE LAW
To comply with Louisiana Revised Statutes 23:63 in which a Community Action Agency shall

I acknowledge, understand, and adhere to the federal and state laws.

Save and Next ← **Step 4**

Your Uploaded File(s)
No files

In-Progress CAP's Checklist
● FY2023 ^
○ Purpose
○ Mission
○ Vision

Please remember to click the Save and Next button afterward.

Part 2

Mission



Mission Overview

Mission

Programmatic Purpose: Identifies why the agency is in business and includes key elements of the population, service/strategy, outcome, and relationships. Public and Private Entities: The tripartite board/advisory body has reviewed the department's mission statement within the past 5 years and assured that: 1. The mission addresses poverty; and 2. The CSBG programs and services are in alignment with the mission.

When did the Board last review your agency's Mission Statement?

Please provide your organization's mission in the text field below. Please be sure to identify the population, services, outcomes, and community relationships, where possible. You can copy and paste your text or upload a file. [?](#)

[Upload File](#)

The second section in your CAP is the "Mission Statement," where you should enter your agency's mission.

Step 1

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 9% Complete X

Mission

Programmatic Purpose: Identifies why the agency is in business and includes key elements of the population, service/strategy, outcome, and relationships. Public and Private Entities: The tripartite board/advisory body has reviewed the department's mission statement within the past 5 years and assured that: 1. The mission addresses poverty; and 2. The CSBG programs and services are in alignment with the mission.

When did the Board last review your agency's Mission Statement?

mm/dd/yyyy **← Step 1**

Please provide your organization's mission in the text field below. Please be sure to identify the population, services, outcomes, and community relationships, where possible. You can copy and paste your text or upload a file. ?

Your Uploaded File(s)
No files

In-Progress CAP's Checklist
FY2023 ^

- ✓ Purpose
- Mission
- Vision

Please provide the date of the Board's most recent review of your agency's Mission Statement.

Step 2

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 9% Complete X

Please provide your organization's mission in the text field below. Please be sure to identify the population, services, outcomes, and community relationships, where possible. You can copy and paste your text or upload a file. ?

Upload File

Save and Next

Step 2

Your Uploaded File(s)
No files

In-Progress CAP's Checklist
FY2023 ^

- ✓ Purpose
- Mission
- Vision

Please thoroughly review your mission statement to ascertain its continued relevance in addressing poverty and its alignment with the programs and services offered by the agency. After completing your review, please enter your mission statement in the designated field.

Step 2a

The screenshot shows a web form titled "FY 2023 - Video Demo CAP" with a progress bar at 9% complete. The main text area contains instructions: "Please provide your organization's mission in the text field below. Please be sure to identify the population, services, outcomes, and community relationships, where possible. You can copy and paste your text or upload a file." Below this is a large text input field. To the left of the input field is an orange "Upload File" button, which is pointed to by a red arrow and the text "Step 2a". Below the input field is an orange "Save and Next" button. On the right side of the form, there is a sidebar with two sections: "Your Uploaded File(s)" showing "No files" and "In-Progress CAP's Checklist" for "FY2023". The checklist includes "Purpose" (checked), "Mission" (unchecked), and "Vision" (unchecked).

Alternatively, you may use the yellow "Upload File" button to upload your agency's mission statement.

Step 3

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 9% Complete X

Please provide your organization's mission in the text field below. Please be sure to identify the population, services, outcomes, and community relationships, where possible. You can copy and paste your text or upload a file. ?

Upload File

Save and Next ← Step 3

Your Uploaded File(s)
No files

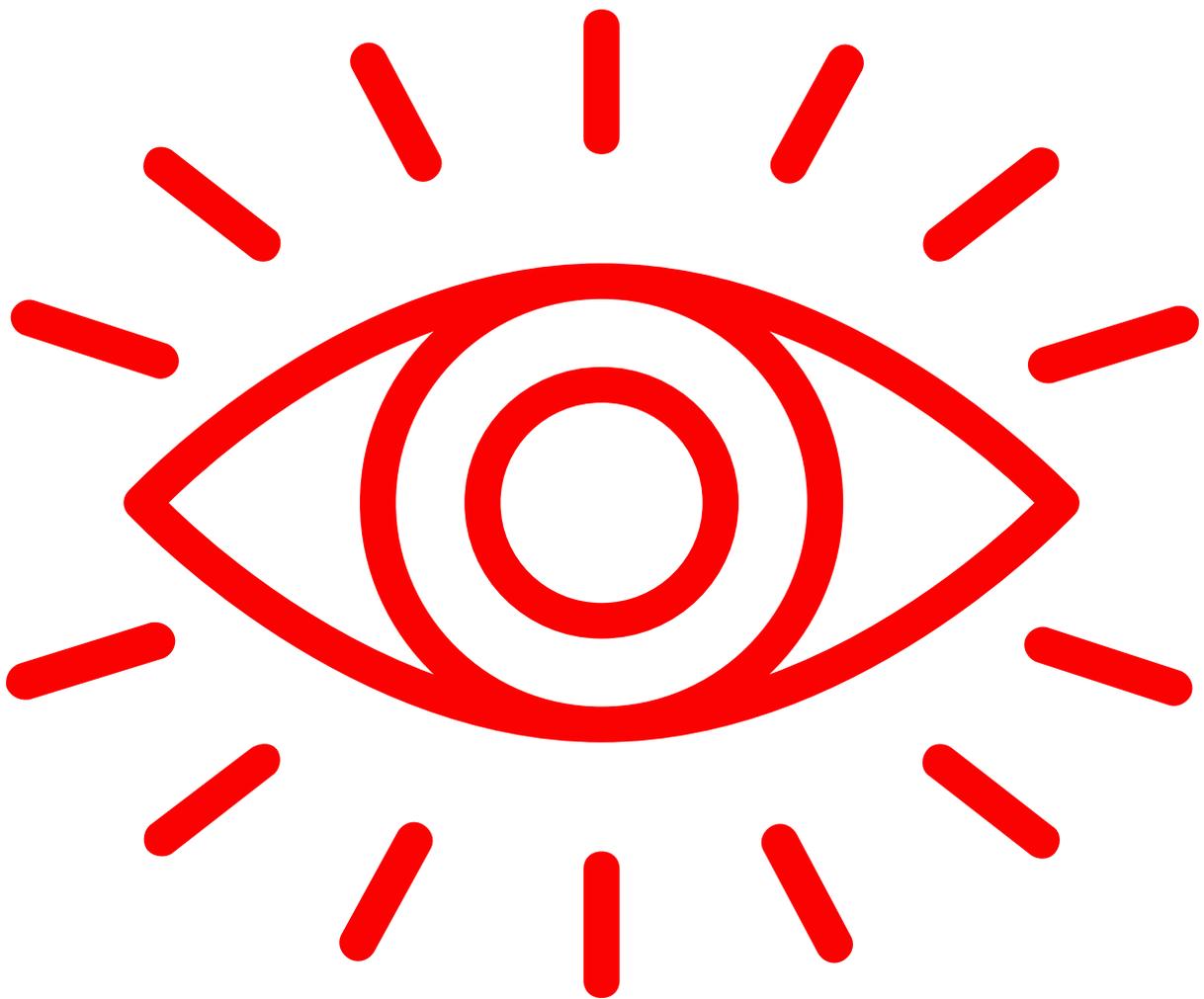
In-Progress CAP's Checklist
FY2023 ^

- ✓ Purpose
- Mission
- Vision

To proceed, select the Save and Next button.

Part 3

Vision



Vision Overview

Vision

Programmatic Purpose: The Vision Statement identifies what the agency desires to achieve in the long run. A vision delineates management's aspirations for the company's future, providing a panoramic view of "where we are going" and a convincing rationale for why this makes good business sense. A clearly articulated strategic vision communicates management's aspirations to stakeholders and helps steer the energies of company personnel in a common direction.

When did the Board last review your agency's Vision Statement?

Please provide your organization's vision in the text field below. You can copy and paste your text or upload a file. [?](#)

[Upload File](#)

The third tab section of the CAP is the "Vision Statement," where you should enter your agency's vision.

Step 1

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 18% Complete

Vision

Programmatic Purpose: The Vision Statement identifies what the agency desires to achieve in the long run. A vision delineates management's aspirations for the company's future, providing a panoramic view of "where we are going" and a convincing rationale for why this makes good business sense. A clearly articulated strategic vision communicates management's aspirations to stakeholders and helps steer the energies of company personnel in a common direction.

When did the Board last review your agency's Vision Statement?

Step 1

Please provide your organization's vision in the text field below. You can copy and paste your text or upload a file.

Your Uploaded File(s)
No files

In-Progress CAP's Checklist
FY2023 ^

- ✓ Purpose
- ✓ Mission
- Vision

Please provide the date of the Board's most recent review of your agency's Vision Statement.

Step 2

The screenshot displays a web form titled "FY 2023 - Video Demo CAP" with a reporting period of "FY 2023 (03/10/2022 - 03/09/2023)". The form is 18% complete. It features a date input field (mm/dd/yyyy), a text area for the organization's vision, and buttons for "Upload File" and "Save and Next". A red arrow points to the text area with the label "Step 2". On the right, a checklist titled "In-Progress CAP's Checklist" for "FY2023" shows "Purpose" and "Mission" as completed items (green checkmarks) and "Vision" as the current step (blue circle).

Please thoroughly examine your Vision Statement to ensure it is in coherence with your Mission Statement and accurately represents your agency's objectives. After completing a comprehensive review, kindly input the Vision Statement into the designated field.

Step 2a

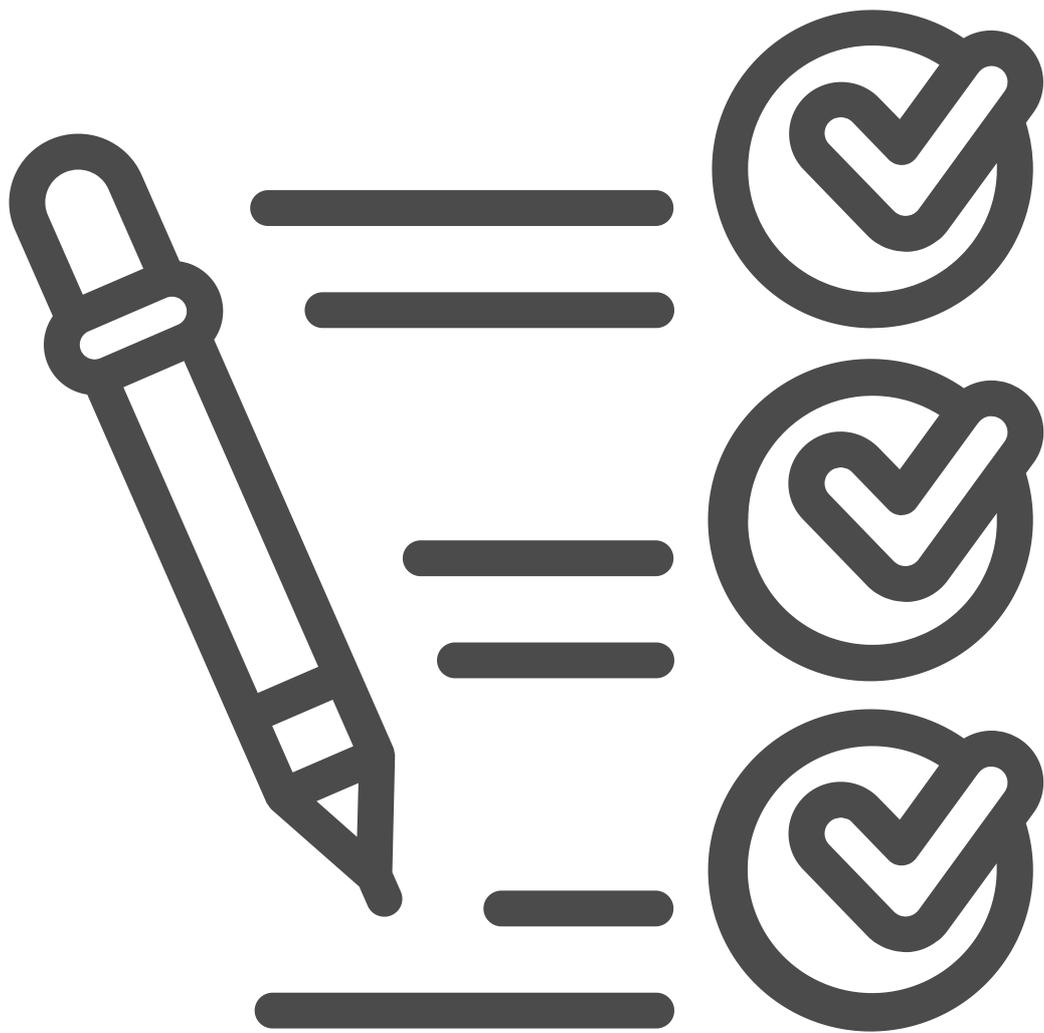
The screenshot shows a web form titled "FY 2023 - Video Demo CAP" with a reporting period of "FY 2023 (03/10/2022 - 03/09/2023)". The form is 18% complete. It features a date input field (mm/dd/yyyy), a text area for the organization's vision, and two buttons: "Upload File" and "Save and Next". A red arrow points to the "Upload File" button, which is labeled "Step 2a". To the right, there is a section for "Your Uploaded File(s)" (currently empty) and an "In-Progress CAP's Checklist" for FY2023. The checklist includes "Purpose" (checked), "Mission" (checked), and "Vision" (unchecked).

Alternatively, you may use the yellow "Upload File" button to upload your agency's vision statement.

To proceed, select the "Save and Next" button.

Part 4

Assurances



Assurances Overview

Assurances

Programmatic Purpose: To explain how your agency plans to meet federal assurances for CSBG Funding. Specifics should include how your agency will support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals to achieve an array of positive outcomes.

Please identify what assurances your agency will or will not meet by selecting "Yes or No". Then, for the assurances your agency will meet, provide a description of how your agency will work with local stakeholders to do so. You can enter text, copy and paste, or upload a file

Assurances: To assure the most effective use of CSBG funds to attain a measurable and positive impact on the causes of poverty, the Subgrantee assures that funds will be used to:

Support activities that are designed to assist low income families and individuals, including families and individuals receiving assistance under Part A of Title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farm workers, and elderly low-income families and individuals? ?

Yes No

The fourth section in your CAP is "Assurances," where you should outline how your agency plans to meet federal assurances for CSBG Funding.

Step 1

1a: Review each of the seventeen assurances outlined in this section and identify which assurances your CAA plans to meet by selecting "Yes" or "No."

1b: For those marked "yes," describe how your CAA plans to meet those assurances.

1c: After responding to a question, select Next to proceed to the next question.

Step 2

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 27% Complete X

Coordinate and establish linkages between governmental and othe...
Ensure coordination between antipoverty programs in each comm...
Coordinate programs with and form partnerships with other organi...
Establish procedures under which a low-income individual, comm...
To Participate in the Results Oriented Management and Accountab...

Save and Next 2

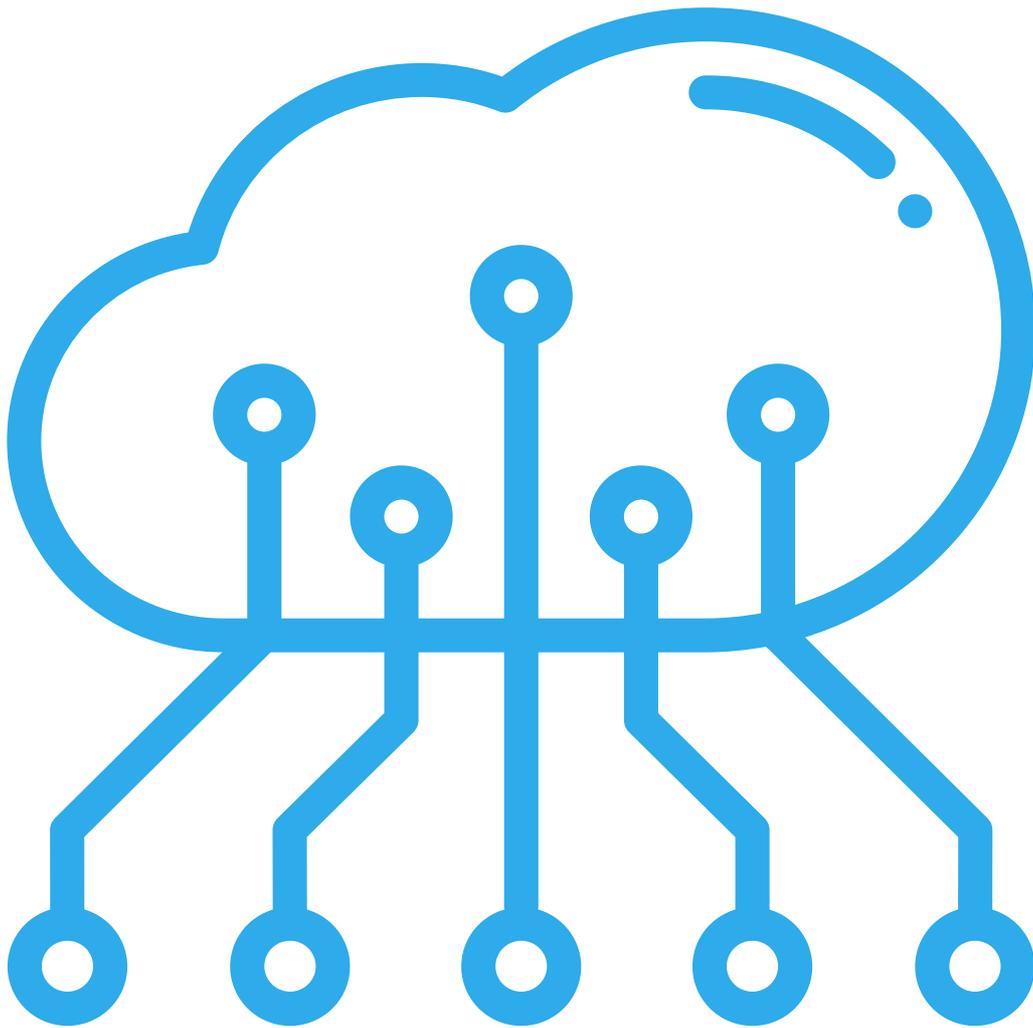
Your Uploaded File(s)
No files

In-Progress CAP's Checklist
FY2023 ^
Purpose
Mission
Vision

After completing all seventeen questions, click the Save and Next button.

Part 5

Data Collection Method



Overview

Service, and Referral Delivery Models

Programmatic Purpose: The CSBG Act, Sec. 676(b)(3)(A) requires eligible entities to provide a description of the service delivery system, for services provided or coordinated with funds made available through grants made under section 675C(a), targeted to low-income individuals and families in communities.

Please describe how your agency will deliver its Services and provide Referrals to eligible individuals.

Service Delivery System Description: CSBG eligible entities adopt service delivery systems that seek to maximize client access, avoid duplication of services, and provide a variety of needs, each agency operates according to its own diverse community conditions, priorities, and agency capacity. Some agencies rely on providing services at a centralized location while others, particularly those in rural and remote regions of the state, provide online websites, and mobile services or make use of satellite offices. Eligible entities may provide serviced in-house or subcontract services to trusted local service providers. Other services provided by CSBG eligible entities and/or partners include affordable housing, food insecurity, employment, utility assistance, mental health, free tax preparation, disabled adult care services, child and family support services, English proficiency, immigration, and citizenship services, and financial management training. Eligible entities and their partners incorporate intake and eligibility processes to assess and track client demographic information. By implementing an intake process, eligible entities can assess priorities and develop strategies to meet the needs of low-income individuals and families. Please describe your agency's service delivery model below. [?](#)

The fifth section in your CAP Template is "Data Collection," where you will describe how your agency plans to collect data.

Step 1

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 36% Complete X

Data Collection Method

Programmatic Purpose: To describe how your agency will collect better data on clients served. The agency will identify how you will collect data that is complete (no missing information), accurate (no mistakes), timely (collected on time or on a regular basis), and reliable (the data is collected the same way every time, and so that those involved understand what they are responsible for collecting.)

Please describe how your agency will collect data.

1 Does your agency have a centralized intake process? If no, enter "no" or "n/a". If yes, please describe. ?

Upload File

Please describe how your agency collects CSBG required data elements? ?

Your Uploaded File(s)
No files

In-Progress CAP's Checklist

- FY2023 ^
- ✓ Purpose
- ✓ Mission
- ✓ Vision
- ✓ Assurances
- Data Collection Method

Examine each of the eight queries presented in this section and explain how your organization collects data. In the field, input "no" or "n/a" if there is no data method.

Step 2

FY 2023 - Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 - 03/09/2023) 36% Complete X

Upload File

Please describe how your agency defines a client served. ⓘ

Upload File

Save and Next ← 2

Your Uploaded File(s)
No files

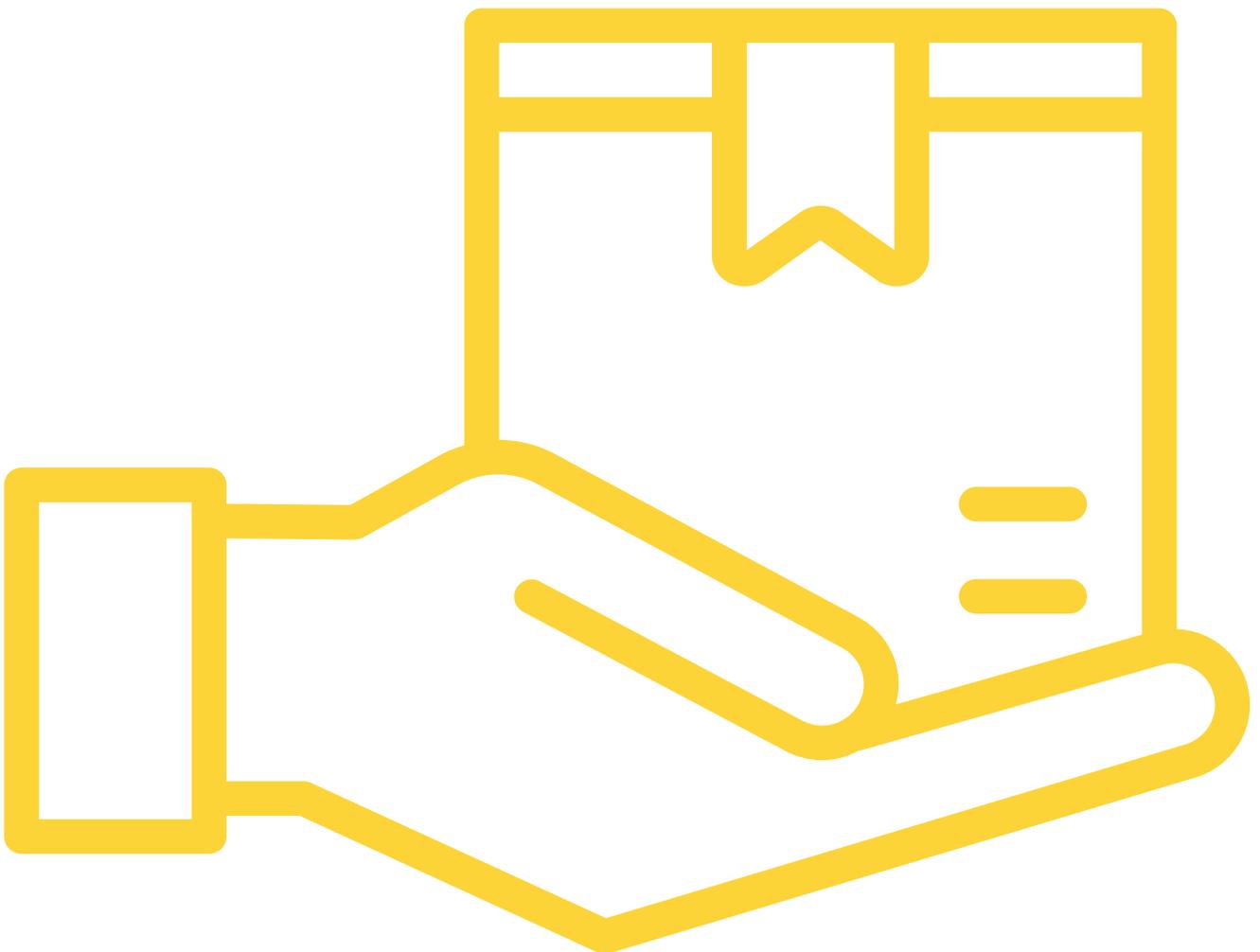
In-Progress CAP's Checklist
FY2023 ^

- ✓ Purpose
- ✓ Mission
- ✓ Vision
- ✓ Assurances
- Data Collection Method

After completing all eight questions, click the Save and Next button.

Part 6

Service, and Referral Delivery Models



Overview

Service, and Referral Delivery Models

Programmatic Purpose: The CSBG Act, Sec. 676(b)(3)(A) requires eligible entities to provide a description of the service delivery system, for services provided or coordinated with funds made available through grants made under section 675C(a), targeted to low-income individuals and families in communities.

Please describe how your agency will deliver its Services and provide Referrals to eligible individuals.

Service Delivery System Description: CSBG eligible entities adopt service delivery systems that seek to maximize client access, avoid duplication of services, and provide a variety of needs, each agency operates according to its own diverse community conditions, priorities, and agency capacity. Some agencies rely on providing services at a centralized location while others, particularly those in rural and remote regions of the state, provide online websites, and mobile services or make use of satellite offices. Eligible entities may provide serviced in-house or subcontract services to trusted local service providers. Other services provided by CSBG eligible entities and/or partners include affordable housing, food insecurity, employment, utility assistance, mental health, free tax preparation, disabled adult care services, child and family support services, English proficiency, immigration, and citizenship services, and financial management training. Eligible entities and their partners incorporate intake and eligibility processes to assess and track client demographic information. By implementing an intake process, eligible entities can assess priorities and develop strategies to meet the needs of low-income individuals and families. Please describe your agency's service delivery model below. [?](#)

The sixth section in your CAP is "Service Delivery Model and Referrals." In this section, you will describe how your agency delivers services and makes referrals, specifically in response to CSBG prompts that are presented at the beginning of each field.

Step 1

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 45% Complete

Service, and Referral Delivery Models

Programmatic Purpose: The CSBG Act, Sec. 676(b)(3)(A) requires eligible entities to provide a description of the service delivery system, for services provided or coordinated with funds made available through grants made under section 675C(a), targeted to low-income individuals and families in communities.

Please describe how your agency will deliver its Services and provide Referrals to eligible individuals.

Service Delivery System Description: CSBG eligible entities adopt service delivery systems that seek to maximize client access, avoid duplication of services, and provide a variety of needs, each agency operates according to its own diverse community conditions, priorities, and agency capacity. Some agencies rely on providing services at a centralized location while others, particularly those in rural and remote regions of the state, provide online websites, and mobile services or make use of satellite offices. Eligible entities may provide serviced in-house or subcontract services to trusted local service providers. Other services provided by CSBG eligible entities and/or partners include affordable housing, food insecurity, employment, utility assistance, mental health, free tax preparation, disabled adult care services, child and family support services, English proficiency, immigration, and citizenship services, and financial management training. Eligible entities and their partners incorporate intake and eligibility processes to assess and track client demographic information. By implementing an intake process, eligible entities can assess priorities and develop strategies to meet the needs of low-income individuals and families. Please describe your agency's service delivery model below.

1 →

Upload File

- Purpose
- Mission
- Vision
- Assurances
- Data Collection Method
- Service, and Referral Delivery Models**
- Eligibility
- Monitoring and Evaluation

Please provide descriptions for the following five fields: Services Delivery System, Linkages, Innovative Community and Neighborhood-Based Initiatives, Child Support Offices, and Local Workforce Offices.

These fields aim to enhance client access, prevent service duplication, and meet various community needs.

Step 2

The screenshot displays a web application interface for 'FY 2023 - Video Demo CAP'. At the top, a progress bar indicates '45% Complete'. Below the title, there are two text input fields, each with an 'Upload File' button. A paragraph of text provides context: 'Local Workforce Offices: The CSBG Act, Sec. 676(b)(5) requires eligible entities coordinate the provision of employment and training activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998. The Workforce Innovation and Opportunity Act (WIOA), which was signed into law on July 22, 2014, supersedes the Workforce Investment Act of 1998 (WIA). Please provide a description below.' Below this text is another 'Upload File' button. At the bottom left, an orange 'Save and Next' button is highlighted with a red arrow and the number '2'. On the right side, a vertical navigation menu lists several sections: 'Purpose', 'Mission', 'Vision', 'Assurances', 'Data Collection Method', 'Service, and Referral Delivery Models', 'Eligibility', and 'Monitoring and Evaluation'. The first four sections are marked with green checkmarks, while the others are marked with radio buttons.

Following your completion of all five questions, click the Save and Next button.

Part 7

Eligibility



Eligibility Overview

Eligibility

Programmatic Purpose: Eligibility is the decision as to whether an individual qualifies, under financial and nonfinancial requirements, to receive program benefits. Since some screening is necessary to ensure that CSBG funds are used for income-eligible clients, an eligible entity should adopt a written policy/procedure for determining qualification or overall suitability to receive programs/services. The client must satisfy outlined conditions to receive benefits. An income eligibility policy and process should include definitions of the sources of income, household size, the time frame used to establish eligibility, and the documentation and verification procedures required to support the income determination. Based on the eligible entity's community needs assessment, this procedure may also prioritize specific client populations within the applicable income limit, such as people with disabilities, those experiencing homelessness, the elderly, the unemployed, and people with children under eighteen.

Please describe how your agency verifies participant income eligibility: [?](#)

Upload File

The seventh section in your CAP is "Eligibility". This section is dedicated to a description of how your agency verifies eligibility.

Step 1

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 54% Complete X

Eligibility

Programmatic Purpose: Eligibility is the decision as to whether an individual qualifies, under financial and nonfinancial requirements, to receive program benefits. Since some screening is necessary to ensure that CSBG funds are used for income-eligible clients, an eligible entity should adopt a written policy/procedure for determining qualification or overall suitability to receive programs/services. The client must satisfy outlined conditions to receive benefits. An income eligibility policy and process should include definitions of the sources of income, household size, the time frame used to establish eligibility, and the documentation and verification procedures required to support the income determination. Based on the eligible entity's community needs assessment, this procedure may also prioritize specific client populations within the applicable income limit, such as people with disabilities, those experiencing homelessness, the elderly, the unemployed, and people with children under eighteen.

Please describe how your agency verifies participant income eligibility: ⓘ

1 →

Upload File

Please describe how your agency verifies participant income eligibility for services with limited in-take procedures (where individual income verification is not possible or practical; an example of these services is emergency food assistance): ⓘ

- ✓ Data Collection Method
- ✓ Service, and Referral Delivery Models
- Eligibility
- Monitoring and Evaluation
- Community Needs Planning
- Service and Referral Needs Planning
- Administrative and Outreach
- CAP Review/Submission

Please answer the questions in each field and provide a detailed description if necessary.

Step 2

Additionally, at the bottom of the section, please enter an “X” on the right-hand side of the table to indicate which documents are used to determine eligibility.

If you use any documentation not provided in the list, please write it/them in the "New Document Enter Here" cell(s). Overwrite the “New Document Enter Here” title with the name of your documentation.

Step 3

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 54% Complete X

Upload File

Please describe how your agency verifies participant income eligibility for services with limited in-take procedures (where individual income verification is not possible or practical; an example of these services is emergency food assistance): ⓘ

Upload File

Please identify which documents below are used to determine eligibility.

Upload File

Save and Next ← 3

- ✓ Data Collection Method
- ✓ Service, and Referral Delivery Models
- Eligibility
- Monitoring and Evaluation
- Community Needs Planning
- Service and Referral Needs Planning
- Administrative and Outreach
- CAP Review/Submission

Following completion of all questions and document selection, click the Save and Next button.

Part 8

Monitoring and Evaluation



Monitoring and Evaluation Overview

Monitoring and Evaluation

Programmatic Purpose: CSBG eligible agencies must monitor and actively evaluate their community action programs. Pursuant to the CSBG Act (42 U.S.C. §9901 et seq.), Public Law Section 678B, LWC has responsibility to ensure CSBG Agencies carry out their programs in accordance with all applicable laws, regulations, policies and the executed contract.

Please describe how your agency will monitor its programs and services and the frequency it will so. Please include activities involved in each method identified: [?](#)

[Upload File](#)

Please describe your agency's method(s) for evaluating programs and services and the frequency it will do so. Please include activities involved in each method identified: [?](#)

The ninth tab section in your CAP is "Monitoring and Evaluation," where you will describe how your agency ensures the effectiveness of its programs and fiscal performance.

Step 1

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 63% Complete X

Monitoring and Evaluation

Programmatic Purpose: CSBG eligible agencies must monitor and actively evaluate their community action programs. Pursuant to the CSBG Act (42 U.S.C. §9901 et seq.), Public Law Section 678B, LWC has responsibility to ensure CSBG Agencies carry out their programs in accordance with all applicable laws, regulations, policies and the executed contract.

Please describe how your agency will monitor its programs and services and the frequency it will so. Please include activities involved in each method identified: ?

1 →

Upload File

Please describe your agency's method(s) for evaluating programs and services and the frequency it will do

- Data Collection Method
- Service, and Referral Delivery Models
- Eligibility
- Monitoring and Evaluation
- Community Needs Planning
- Service and Referral Needs Planning

Please respond to the questions in each field and add a detailed description if necessary.

Step 2

The screenshot shows a web application interface for a CAP (Community Assessment Plan) form. The title is "FY 2023 - Video Demo CAP" and the reporting period is "FY 2023 (03/10/2022 - 03/09/2023)". A progress bar indicates "63% Complete". The main content area has a text input field with the instruction: "Please describe your agency's method(s) for evaluating programs and services and the frequency it will do so. Please include activities involved in each method identified: ?". There are two "Upload File" buttons above and below the text field. At the bottom left, there is a "Save and Next" button, which is highlighted with a red arrow and the number "2". On the right side, there is a vertical navigation menu with five items: "Data Collection Method" (checked), "Service, and Referral Delivery Models" (checked), "Eligibility" (checked), "Monitoring and Evaluation" (unchecked), and "Community Needs Planning" (unchecked). Below these, there are two more items: "Community Needs Planning" (unchecked) and "Service and Referral Needs Planning" (unchecked). A question mark icon is visible on the right side of the menu.

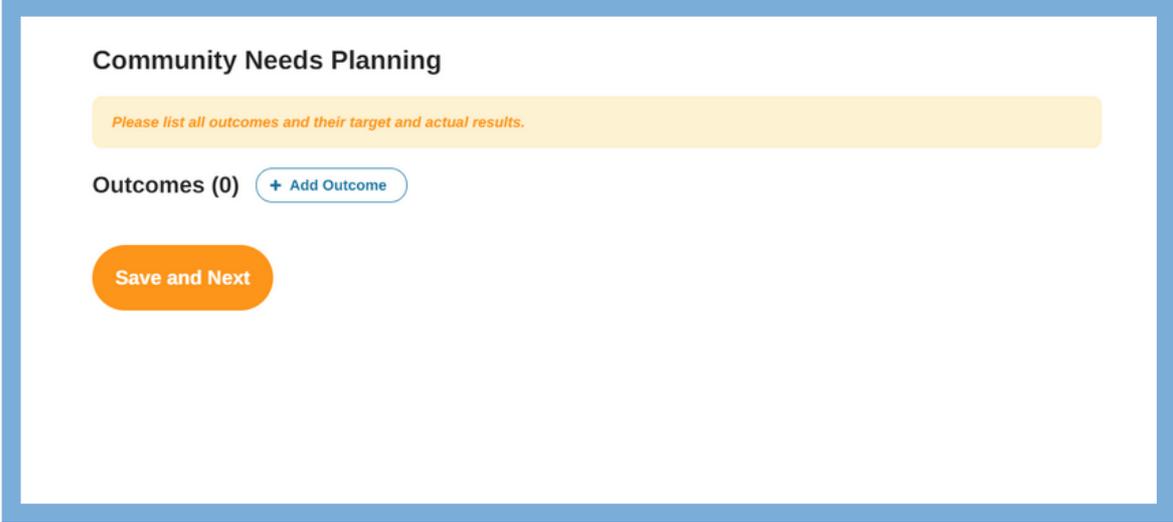
Following completion of all questions, click the Save and Next button.

Part 9

Community Needs Planning



Community Needs Planning Overview



The screenshot shows a web interface for "Community Needs Planning". At the top, the title "Community Needs Planning" is displayed. Below it is a yellow instruction bar that reads "Please list all outcomes and their target and actual results." Underneath the instruction bar, the text "Outcomes (0)" is followed by a button labeled "+ Add Outcome". At the bottom of the interface is a prominent orange button labeled "Save and Next".

The ninth section in your CAP is "Community Needs Planning," where you will describe how your CAA plans to meet community needs.

Step 1

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 72% Complete X

Community Needs Planning

Please list all outcomes and their target and actual results.

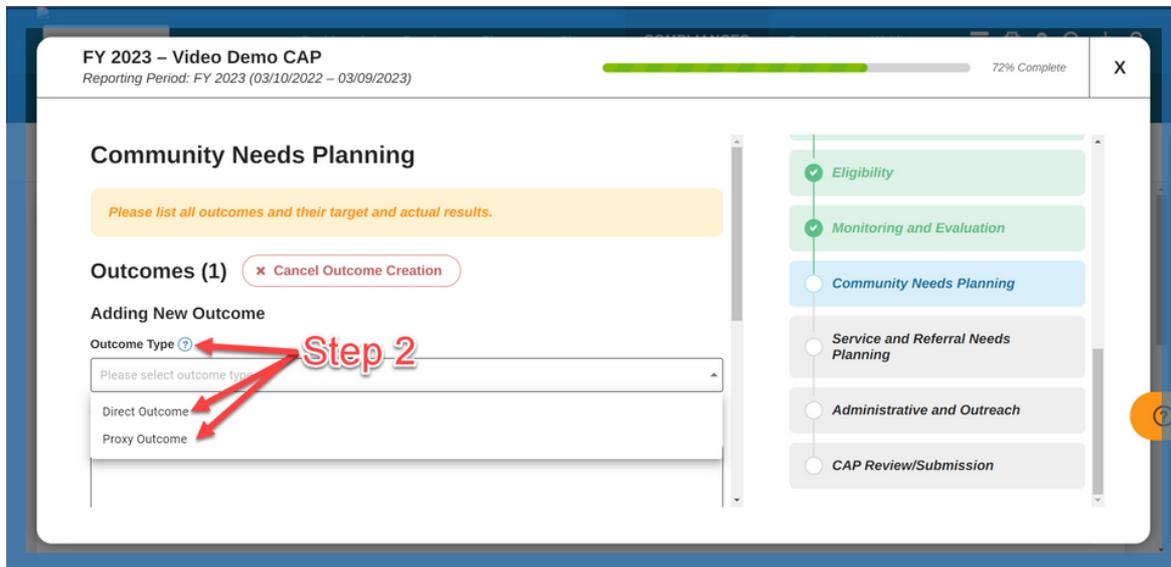
Outcomes (0) [+ Add Outcome](#) ← **Step 1**

[Save and Next](#)

- Eligibility
- Monitoring and Evaluation
- Community Needs Planning
- Service and Referral Needs Planning
- Administrative and Outreach
- CAP Review/Submission

Please proceed to click on the "Add Outcome" button.

Step 2



Direct Outcomes, or "results," are client changes following a service or activity. In certain cases, obtaining a service constitutes success. Use the service or output as a proxy outcome.

To move forward, select an outcome type and go to the next column called "Target Population."

Step 3

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 72% Complete X

Outcome Type ?
Please select outcome type...

Target Population ? ← Step 3

Identified Need ?

- ✓ Eligibility
- ✓ Monitoring and Evaluation
- Community Needs Planning
- Service and Referral Needs Planning
- Administrative and Outreach
- CAP Review/Submission

The individuals and families identified by the agency as eligible for its programs and services are the "Target Population".

Identify the target population your agency serves in this section. Include specific information about your target population.

Step 4

The screenshot displays a web form titled "FY 2023 - Video Demo CAP" with a reporting period of "FY 2023 (03/10/2022 - 03/09/2023)". A progress bar at the top right indicates "72% Complete". The form is divided into two main sections. The left section contains two large text input fields: "Identified Need" and "Objective / Goal". A red arrow points to the "Identified Need" field, with the text "Step 4" written in red next to it. Below the "Objective / Goal" field is a blue "Next" button. The right section, titled "Your Uploaded File(s)", shows a file named "Eligibility: Test.docx" with icons for download, edit, and delete. Below this is an "In-Progress CAP's Checklist" for "FY2023", which includes a list of items: "Purpose", "Mission", "Vision", and "Assurances", each with a green checkmark icon.

The "Identified Need" is the issue, problem, or concern that the client identifies during the agency's assessment process.

Please input the identified need of your target population in the provided text fields located in Column B. Please ensure that you enter only one need at a time. If the target population possesses multiple needs, kindly input each need on a separate row.

Step 5

The screenshot shows a web form titled "FY 2023 - Video Demo CAP" with a progress bar at 72% complete. The form has two main input fields: "Identified Need" and "Objective / Goal". A red arrow points to the "Objective / Goal" field with the text "Step 5" written in red. To the right, there is a sidebar with "Your Uploaded File(s)" showing a file named "Eligibility: Test.docx" and an "In-Progress CAP's Checklist" for FY2023 with items: Purpose, Mission, Vision, and Assurance, each with a green checkmark. A "Next" button is located at the bottom left of the form.

A goal is a broad statement that pertains to a desirable achievement. Objectives are trackable elements that, when taken together, create the larger goal.

Please input your specific target population's designated objective or goal in the provided field. Kindly give a thorough explanation in this section of your Community Action Plan. Objectives may include one or more outcomes.

Step 6

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 72% Complete X

Identified Need ?

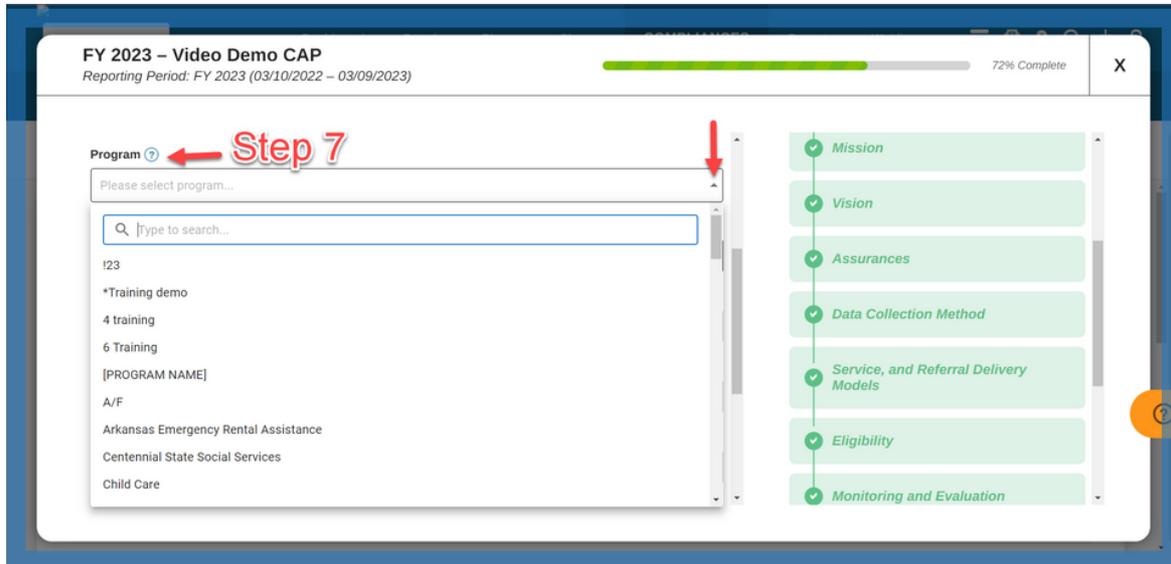
Objective / Goal ?

Next → Step 6

- Eligibility
- Monitoring and Evaluation
- Community Needs Planning
- Service and Referral Needs Planning
- Administrative and Outreach
- CAP Review/Submission

Please proceed to click on the "Next" button.

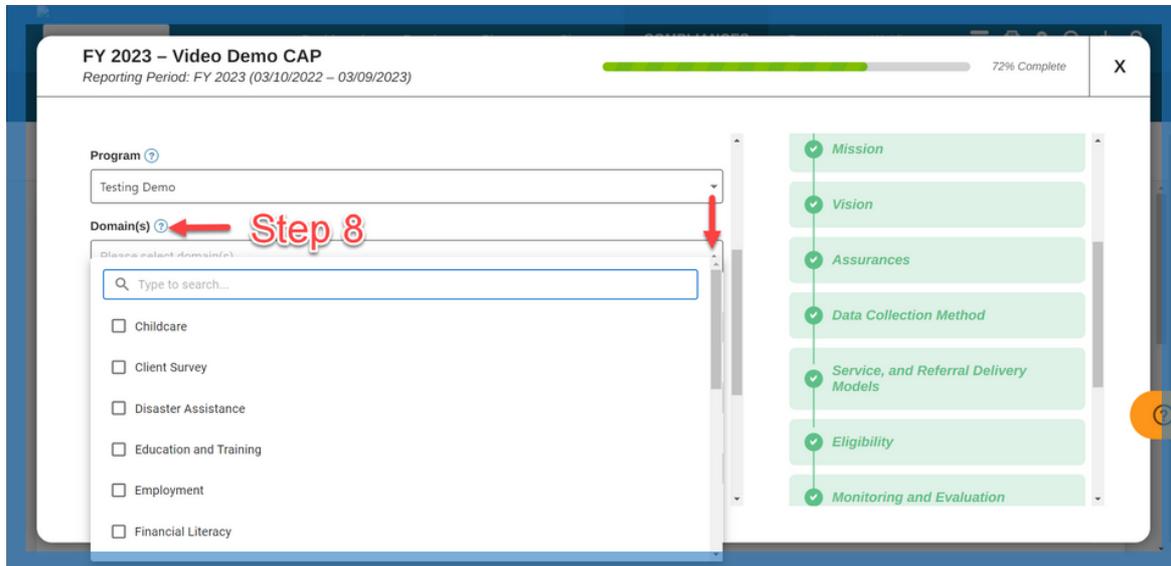
Step 7



Agencies operate programs that often consist of one or more services designed to meet the specific needs of their target populations.

Identify the program(s) designed for your target population's needs in this field to accomplish your agency's objectives.

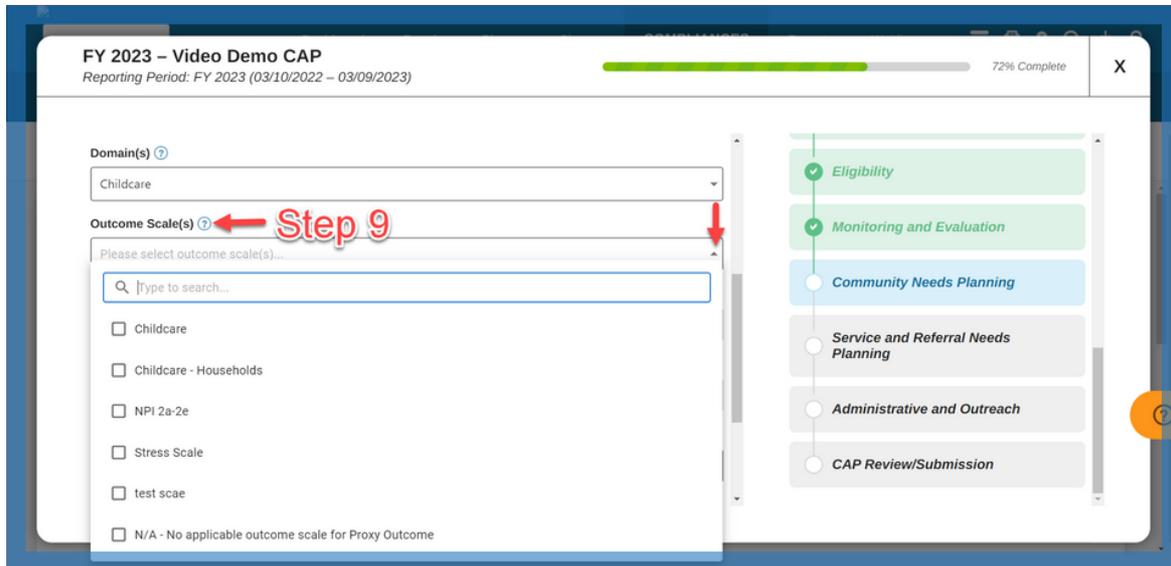
Step 8



Domains are organizing devices, or ways to categorize similar programs, services, and/or conditions of stability and well-being. Domains also contain outcome scales that are specific to the domain.

In this section, specify the domain that will be used to convey any progress made toward the objectives/goals identified for your target population.

Step 9



An outcome scale is a continuum of client states, statuses, or situations and is used to identify and measure incremental changes within families, agencies, and communities that have resulted from the agency's intervention.

Identify the outcome scale within the selected domain. Select the best outcome scale to measure progress towards your objectives/goals.

Step 10

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 72% Complete X

Outcome Starting Statement(s) ← Step 10

Please select outcome starting statement(s)...

Q Type to search...

- Childcare – Enrolled in after school program or licensed, unsubsidized childcare of choice
- Childcare – Enrolled in licensed, subsidized childcare of choice, including Head Start and Early Head Start
- Childcare – Enrolled in licensed subsidized childcare, limited choice
- Childcare – Enrolled in Head Start or other childcare, limited hours/days, need for additional child care services
- Childcare – Childcare provided by family member or friend or in an unlicensed facility
- Childcare – At risk of loss of childcare benefits (Needs to reapply to continue childcare benefits)

Eligibility
Monitoring and Evaluation
Community Needs Planning
Service and Referral Needs Planning
Administrative and Outreach
CAP Review/Submission

The Outcome Starting Statement(s) is the initial outcome scale statement(s) that establishes your client's baseline.

Please provide the starting statement(s) from the selected outcome scale.

Step 11

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 72% Complete X

Childcare – Enrolled in after school program or licensed, unsubsidized childcare of choice

Outcome Ending Statement(s) ← Step 11

Please select outcome ending statement(s)...

Search: [Type to search...]

- Childcare – Enrolled in after school program or licensed, unsubsidized childcare of choice
- Childcare – Enrolled in licensed, subsidized childcare of choice, including Head Start and Early Head Start
- Childcare – Enrolled in licensed subsidized childcare, limited choice
- Childcare – Enrolled in Head Start or other childcare, limited hours/days, need for additional child care services
- Childcare – Childcare provided by family member or friend or in an unlicensed facility
- Childcare – At risk of loss of childcare benefits (Needs to reapply to continue childcare benefits)

Progress Bar:

- Eligibility
- Monitoring and Evaluation
- Community Needs Planning
- Service and Referral Needs Planning
- Administrative and Outreach
- CAP Review/Submission

The Outcome Ending Statement(s) is the ending outcome scale statement(s) that identifies a positive movement from the original starting statement for your client.

Please provide the ending statement(s) from the selected outcome scale.

Step 12

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 72% Complete X

Childcare – Enrolled in after school program or licensed, unsubsidized childcare of choice

Outcome Ending Statement(s) ⓘ
Childcare – Enrolled in after school program or licensed, unsubsidized childcare of choice

Associated Service(s) ⓘ ← Step 12
Please select associated service(s)...

Associated Referral(s) ⓘ
Please select associated referral(s)...

Associated FNPI(s) ⓘ
Please select associated referral(s)...

Next

Eligibility
Monitoring and Evaluation
Community Needs Planning
Service and Referral Needs Planning
Administrative and Outreach
CAP Review/Submission

Associated services are those that are responsible for the positive movement from your Outcome Beginning and Outcome Ending Statement.

Identify the service(s) associated with your outcome scale. Consider the most helpful services for clients based on their situation and the agency's objectives.

Step 13

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 72% Complete X

Childcare – Enrolled in after school program or licensed, unsubsidized childcare of choice

Outcome Ending Statement(s) [?](#)
Childcare – Enrolled in after school program or licensed, unsubsidized childcare of choice

Associated Service(s) [?](#)
Please select associated service(s)...

Associated Referral(s) [?](#) ← **Step 13**
Please select associated referral(s)...

Associated FNPI(s) [?](#)
Please select associated referral(s)...

Next

- Eligibility
- Monitoring and Evaluation
- Community Needs Planning
- Service and Referral Needs Planning
- Administrative and Outreach
- CAP Review/Submission

Referrals are instances where a client is "referred," or recommended to another agency for general assistance or specific services.

Identify referrals associated with the needs of your target population and objective in this field. Please only mention the organization if making a general referral. Please provide the organization's name and the specific service if you are referring to a service.

Step 14

The screenshot shows a web application interface for 'FY 2023 - Video Demo CAP' with a reporting period of 'FY 2023 (03/10/2022 - 03/09/2023)'. A progress bar indicates '72% Complete'. The interface includes several dropdown menus for 'Childcare - Enrolled in after school program or licensed, unsubsidized childcare of choice', 'Outcome Ending Statement(s)', 'Associated Service(s)', and 'Associated Referral(s)'. The 'Associated FNPI(s)' field is highlighted with a red arrow and labeled 'Step 14'. A search box is visible below the 'Associated FNPI(s)' field, and a list of options including '2c.1' and '2x' is shown. On the right side, a vertical list of steps is displayed: 'Eligibility' (checked), 'Monitoring and Evaluation' (checked), 'Community Needs Planning' (selected), 'Service and Referral Needs Planning', 'Administrative and Outreach', and 'CAP Review/Submission'.

Family National Performance Indicators (FNPIs) are a state and federal reporting requirement that consists of an unduplicated count of individuals who achieved one or more outcomes (organized by domain.)

Please identify any FNPIs connected to the needs of your target population and your agency's objective in this field.

Step 15

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 72% Complete X

Childcare – Enrolled in after school program or licensed, unsubsidized childcare of choice

Outcome Ending Statement(s) [?](#)
Childcare – Enrolled in after school program or licensed, unsubsidized childcare of choice

Associated Service(s) [?](#)
Please select associated service(s)...

Associated Referral(s) [?](#)
Please select associated referral(s)...

Associated FNPI(s) [?](#)
Please select associated referral(s)...

Next ← Step 15

- Eligibility
- Monitoring and Evaluation
- Community Needs Planning
- Service and Referral Needs Planning
- Administrative and Outreach
- CAP Review/Submission

Please click on the next button to proceed.

Step 16

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 72% Complete X

1st Quarter (Unduplicated Client Count)
Target **Step 16** Actual Result

2nd Quarter (Unduplicated Client Count)
Target Actual Result

3rd Quarter (Unduplicated Client Count)
Target Actual Result

Your Uploaded File(s)
Eligibility: Test.docx

In-Progress CAP's Checklist
FY2023 ^

- ✓ Purpose
- ✓ Mission
- ✓ Vision
- ✓ Assurances

In this section, identify the target outcome(s) (i.e., your projected successes or positive movements) for your target population per the reporting quarter.

Step 17

The screenshot displays a web application interface for 'FY 2023 - Video Demo CAP'. The reporting period is 'FY 2023 (03/10/2022 - 03/09/2023)'. A progress bar indicates '72% Complete'. The main content area is divided into two sections:

- Reporting Form:** Three sections for '1st Quarter (Unduplicated Client Count)', '2nd Quarter (Unduplicated Client Count)', and '3rd Quarter (Unduplicated Client Count)'. Each section has a 'Target' and 'Actual Result' input field. A red arrow points to the 'Actual Result' field of the 1st Quarter, labeled 'Step 17'.
- Right Sidebar:**
 - Your Uploaded File(s):** Shows a file named 'Eligibility: Test.docx' with icons for download, edit, and delete.
 - In-Progress CAP's Checklist:** A checklist for 'FY2023' with items: 'Purpose', 'Mission', 'Vision', and 'Assurances', each with a green checkmark.

In this section, identify the outcomes that have been achieved during the reporting quarter. Actuals will be entered later (as the quarter concludes).

Step 18

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 72% Complete X

1st Quarter (Unduplicated Client Count)
Target Actual Result

2nd Quarter (Unduplicated Client Count)
Target Actual Result

3rd Quarter (Unduplicated Client Count)
Target Actual Result

Your Uploaded File(s)
Eligibility: Test.docx

In-Progress CAP's Checklist
FY2023 ^
Purpose
Mission
Vision
Assurances

In this section, identify the target outcome(s) (i.e., your projected successes or positive movements) for your target population per the reporting quarter.

Step 19

The screenshot displays a web application interface for 'FY 2023 - Video Demo CAP'. The reporting period is 'FY 2023 (03/10/2022 - 03/09/2023)'. A progress bar indicates '72% Complete'. The main content area is divided into three sections for quarterly reporting:

- 1st Quarter (Unduplicated Client Count)**: Target and Actual Result fields.
- 2nd Quarter (Unduplicated Client Count)**: Target and Actual Result fields. A red arrow points to the 'Actual Result' field with the text 'Step 19'.
- 3rd Quarter (Unduplicated Client Count)**: Target and Actual Result fields.

On the right side, there is a sidebar with the following sections:

- Your Uploaded File(s)**: A file named 'Eligibility: Test.docx' is listed with icons for download, edit, and delete.
- In-Progress CAP's Checklist**: A checklist for 'FY2023' with items: Purpose, Mission, Vision, and Assurance, all marked with green checkmarks.

In this section, identify the outcomes that have been achieved during the reporting quarter. Actuals will be entered later (as the quarter concludes).

Step 20

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 72% Complete X

3rd Quarter (Unduplicated Client Count)
Target **Step 20** Actual Result

4th Quarter (Unduplicated Client Count)
Target Actual Result

Your Uploaded File(s)
Eligibility: Test.docx

In-Progress CAP's Checklist
FY2023 ^
✓ Purpose
✓ Mission
✓ Vision
✓ Assurances

In this section, identify the target outcome(s) (i.e., your projected successes or positive movements) for your target population per the reporting quarter.

Step 21

The screenshot displays a web application interface for 'FY 2023 - Video Demo CAP'. The reporting period is 'FY 2023 (03/10/2022 - 03/09/2023)'. A progress bar indicates '72% Complete'. The interface includes several sections:

- 3rd Quarter (Unduplicated Client Count):** A table with columns for 'Target' and 'Actual Result', each with an empty input field.
- 4th Quarter (Unduplicated Client Count):** A table with columns for 'Target' and 'Actual Result', each with an empty input field. A red arrow points to the 'Actual Result' field with the text 'Step 21'.
- Your Uploaded File(s):** A section showing an uploaded file named 'Eligibility: Test.docx' with icons for download, edit, and delete.
- In-Progress CAP's Checklist:** A checklist for 'FY2023' with items: 'Purpose', 'Mission', 'Vision', and 'Assurances', all marked with green checkmarks.

In this section, identify the outcomes that have been achieved during the reporting quarter. Actuals will be entered later (as the quarter concludes).

Step 22

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 72% Complete X

4th Quarter (Unduplicated Client Count)

Target	Actual Result
<input type="text"/>	<input type="text"/>

Total Annual Projected Outcome(s) (Unduplicated Client Count): 0

Total Annual Actual Outcome(s) (Unduplicated Client Count): 0

Save Outcome

- Eligibility
- Monitoring and Evaluation
- Community Needs Planning
- Service and Referral Needs Planning
- Administrative and Outreach
- CAP Review/Submission

Make sure the numbers entered match the Total Annual Projected Outcome(s)

Make sure the numbers entered match the Total Annual Actual Outcome(s)

Step 23

The screenshot displays the 'FY 2023 - Video Demo CAP' interface. At the top, it shows the reporting period 'FY 2023 (03/10/2022 - 03/09/2023)' and a progress bar at 72% Complete. The main content area is divided into two columns. The left column contains a '4th Quarter (Unduplicated Client Count)' section with 'Target' and 'Actual Result' input fields, followed by two summary bars: 'Total Annual Projected Outcome(s) (Unduplicated Client Count): 0' and 'Total Annual Actual Outcome(s) (Unduplicated Client Count): 0'. At the bottom of this column is a 'Save Outcome' button, which is highlighted with a red arrow and the text 'Step 23'. The right column features a vertical progress indicator with six steps: 'Eligibility' (checked), 'Monitoring and Evaluation' (checked), 'Community Needs Planning' (unchecked), 'Service and Referral Needs Planning' (unchecked), 'Administrative and Outreach' (unchecked), and 'CAP Review/Submission' (unchecked).

Please click on the Save Outcome button. To add more outcomes for your agency, simply repeat steps 1-22.

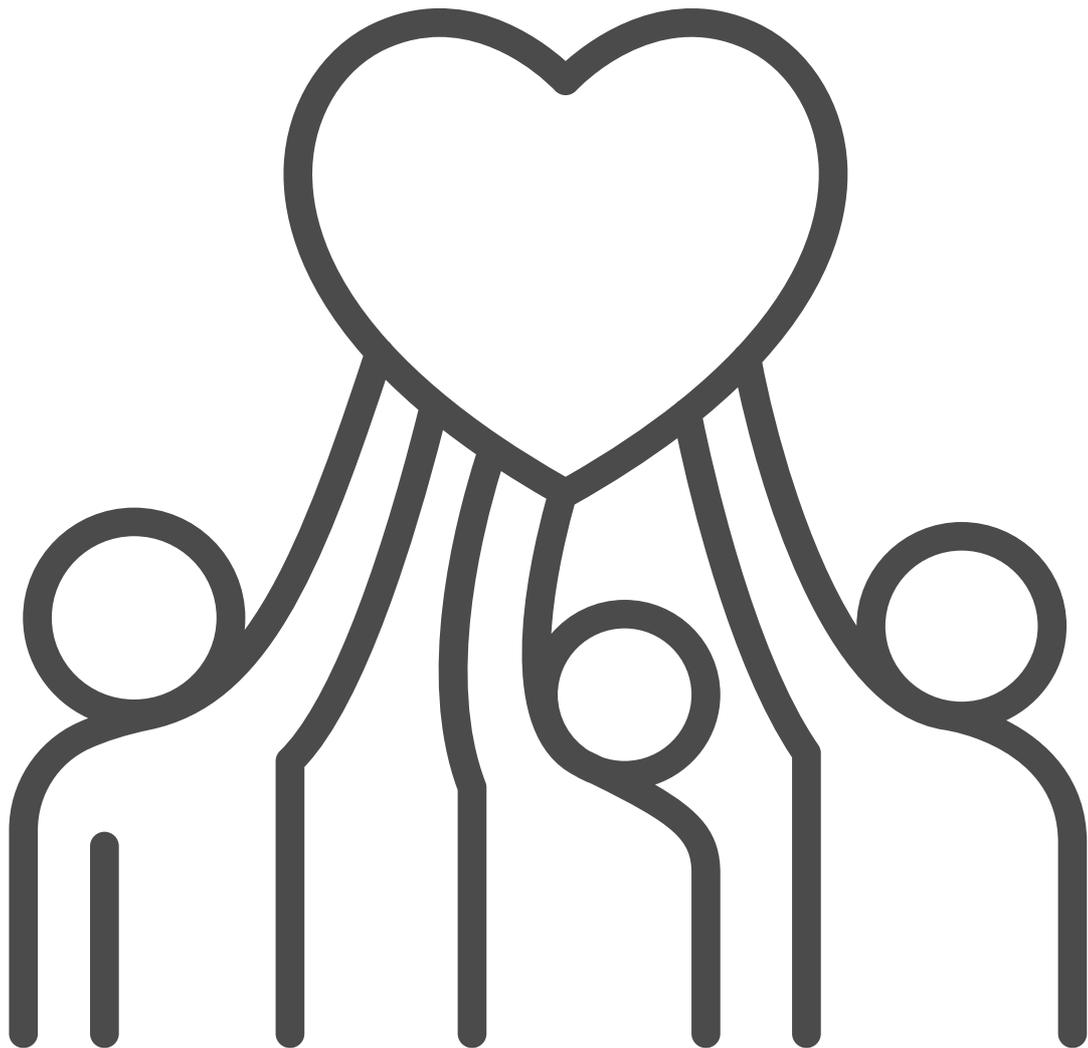
Step 24

The screenshot shows a web application interface for 'Community Needs Planning'. At the top, it displays 'FY 2023 - Video Demo CAP' and 'Reporting Period: FY 2023 (03/10/2022 - 03/09/2023)'. A progress bar indicates '90% Complete'. The main content area is titled 'Community Needs Planning' and includes a yellow instruction box: 'Please list all outcomes and their target and actual results.' Below this, there is an 'Outcomes (1)' section with a '+ Add Outcome' button. A sample outcome card is shown with the following details: 'Objective/Goal: qwerly', 'Target Population: qwerly', and '1st Quarter: 1 Actual: 1 | 2nd Quarter: 0 Actual: 0 | 3rd Quarter: 0 Actual: 0 | 4th Quarter: 0 Actual: 0 | Annual Targets: 1 Annual Total: 1'. At the bottom left, there is an orange 'Save and Next' button, which is highlighted with a red arrow and the text 'Step 24'. On the right side, there is a vertical list of steps: 'Mission', 'Vision', 'Assurances', 'Data Collection Method', 'Service, and Referral Delivery Models', 'Eligibility', 'Monitoring and Evaluation', and 'Community Needs Planning'. The 'Community Needs Planning' step is currently selected and highlighted in blue.

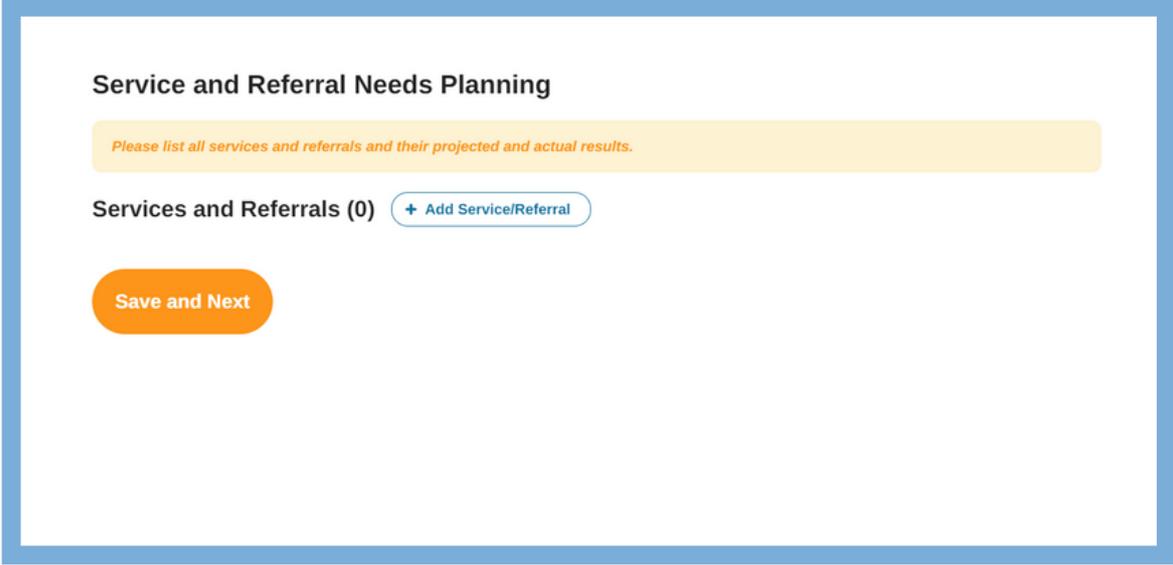
When you have finished adding all of the available outcomes, please click the "Save and Next" option so that you can proceed.

Part 10

Service and Referral Needs Planning



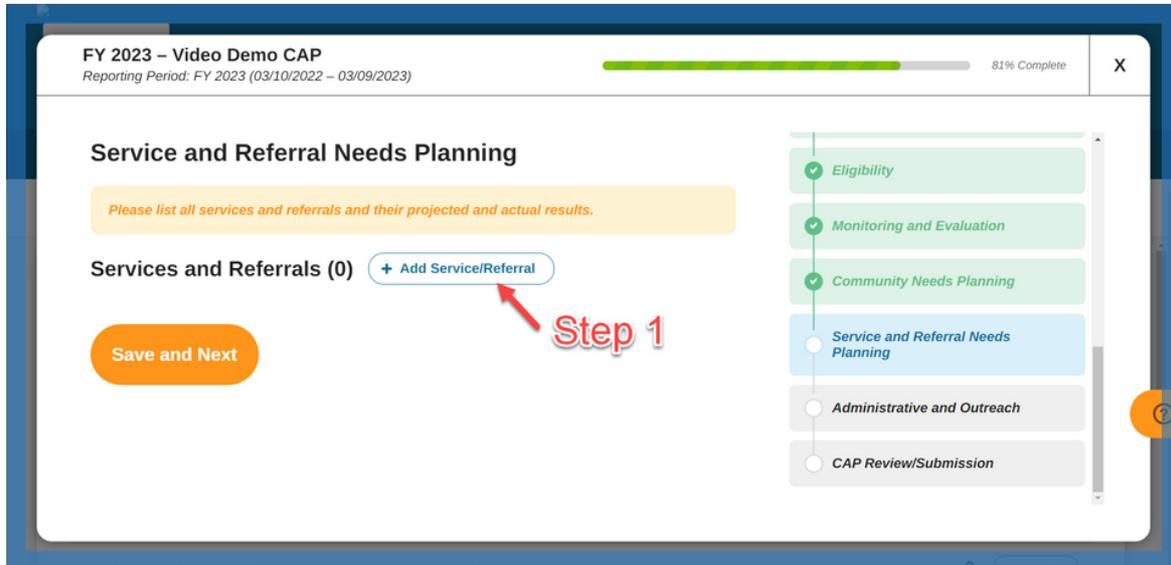
Service and Referral Needs Overview



The screenshot shows a web form titled "Service and Referral Needs Planning". Below the title is a yellow instruction bar: "Please list all services and referrals and their projected and actual results." Underneath, it says "Services and Referrals (0)" followed by a button "+ Add Service/Referral". At the bottom left of the form area is an orange button labeled "Save and Next".

The tenth tab section in your CAP is "Services and Referrals." This section outlines planning related to Services and Referrals. This section is designed to capture how your agency plans to measure Services and Referrals.

Step 1



Please proceed to click on "Add Service/Referral" button.

Step 2

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 81% Complete X

Service and Referral Needs Planning

Please list all services and referrals and their projected and actual results.

Services and Referrals (1) Cancel Service/Referral Creation

Adding New Service/Referral

Agency Name ← Step 2
Please type Agency Name...

Type
Please select service type...

Next

- Eligibility
- Monitoring and Evaluation
- Community Needs Planning
- Service and Referral Needs Planning**
- Administrative and Outreach
- CAP Review/Submission

Please enter the agency/organization that is providing the identified service. This should be your agency/organization or agencies/organizations within your community.

Step 3

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 81% Complete X

Service and Referral Needs Planning

Please list all services and referrals and their projected and actual results.

Services and Referrals (1) ✕ Cancel Service/Referral Creation

Adding New Service/Referral

Agency Name ?
Please type Agency Name...

Type ? **Step 3**
Please select service type...

- Direct Service
- Case Management
- Closed Loop Referral
- Quick Referral

Progress Indicator:

- ✓ Eligibility
- ✓ Monitoring and Evaluation
- ✓ Community Needs Planning
- Service and Referral Needs Planning
- Administrative and Outreach
- CAP Review/Submission

There are two types of services: A Direct Service is a service your agency provides that has an automatic/proxy outcome. The other type of service is a Case Management Service, which requires follow-up. There are also two types of referrals: A Closed Loop Referral is a referral made by a caseworker to a program or service within the agency or to another agency in the community. Follow-up is required to determine if the client obtained the service and if an outcome was achieved. Both the referral and the follow-up are documented in the case record. The other type of referral is a Quick Referral, which takes place when a person contacts an agency for information and, while information is provided, the agency does not follow up on the interaction.

Please specify the kind of referral and/or service. Create a new row with the same service/referral but with the additional type if a service is also regarded as a referral or vice versa.

Step 4

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 81% Complete X

Service and Referral Needs Planning

Please list all services and referrals and their projected and actual results.

Services and Referrals (1) ✕ Cancel Service/Referral Creation

Adding New Service/Referral

Agency Name ?
Please type Agency Name...

Type ?
Please select service type...

Next ← **Step 4**

- Eligibility
- Monitoring and Evaluation
- Community Needs Planning
- Service and Referral Needs Planning**
- Administrative and Outreach
- CAP Review/Submission

To continue, click on the next button.

Step 5

The screenshot displays a web application interface for 'FY 2023 - Video Demo CAP'. At the top, there is a header with the title 'FY 2023 - Video Demo CAP' and a sub-header 'Reporting Period: FY 2023 (03/10/2022 - 03/09/2023)'. A progress bar indicates '81% Complete'. Below the header, there is a 'Service Name' dropdown menu with a search bar and a list of options. A red arrow points to the dropdown menu with the text 'Step 5'. To the right of the dropdown menu, there is a vertical list of steps: 'Eligibility', 'Monitoring and Evaluation', 'Community Needs Planning', 'Service and Referral Needs Planning', 'Administrative and Outreach', and 'CAP Review/Submission'. The 'Service and Referral Needs Planning' step is currently selected.

FY 2023 - Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 - 03/09/2023) 81% Complete X

Service Name ← **Step 5**

Please select a program or service...

Q |Type to search...

Other

- P - I23 - *Genesis Demo
- S - ****Energy Assistance - *Genesis Demo
- S - ***Test Service Cost - *Genesis Demo
- P - *Training demo - *Genesis Demo
- P - 4 training - *Genesis Demo
- P - 6 Training - *Genesis Demo
- P - [PROGRAM NAME] - *Genesis Demo
- P - A/F - *Genesis Demo

- ✓ Eligibility
- ✓ Monitoring and Evaluation
- ✓ Community Needs Planning
- Service and Referral Needs Planning
- Administrative and Outreach
- CAP Review/Submission

Please select the service or program being offered. If the option is not listed, select "Other."

Step 6

The screenshot displays the 'FY 2023 - Video Demo CAP' reporting interface. At the top, it shows the reporting period from 03/10/2022 to 03/09/2023 and a progress bar at 81% Complete. The main form area is divided into two sections. On the left, the 'Service Name' dropdown is set to 'Please select a program or service...'. Below it, the 'Domain(s)' section is highlighted with a red arrow and the text 'Step 6'. This section contains a search bar and a list of domain options: Childcare, Client Survey, Disaster Assistance, Education and Training, Employment, and Financial Literacy. On the right, a vertical progress bar shows the completion status of various steps: Eligibility (checked), Monitoring and Evaluation (checked), Community Needs Planning (checked), Service and Referral Needs Planning (unchecked), Administrative and Outreach (unchecked), and CAP Review/Submission (unchecked).

Domains are organizing devices, or ways to categorize similar programs, services, and/or conditions of stability and well-being. Domains also contain outcome scales that are specific to the domain.

Specify the domain that will be used to convey any progress made towards the objectives/goals identified for your target population.

Step 7

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 81% Complete X

Service Name (i) [R - test now - Test]

Domain(s) (i) [Health Care]

Scale(s) (i) ← Step 7

Search: [Type to search...]

- 1. Did a parent or other adult in the household often or very often... swear at you, insult you, put you down, or humiliate you? OR Act in a way that made you afraid that you might be physically hurt?
- 2. Did a parent or other adult in the household often or very often... push, grab, slap, or throw something at you? OR Ever hit you so hard that you had marks or were injured?
- 4. Did you often or very often feel that ... no one in your family loved you or thought you were important or special? OR your family didn't look out for each other, feel close to each other, or support each other?
- 5. Did you often or very often feel that ... you didn't have enough to eat, had to wear dirty clothes, and had no one to protect you? OR your parents were too drunk or high to take care of you or take you to the doctor if you need?
- 6. Were your parents ever separated or divorced?
- 7. Was your mother or stepmother: often or very often pushed, grabbed, slapped, or had something thrown at her? OR sometimes, often, or very often kicked, bitten, hit with a fist, or hit with something hard? OR ever repeat

Outcome Scales are used as "before and after" snapshots that measure a client's progress or well-being "before and after" receiving services.

Choose the most suitable option for measuring progress towards your Agency's goals.

Step 8

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 81% Complete X

Service Name (i) [R - test now - Test]

Domain(s) (i) [Health Care]

Scale(s) (i) [Please select service scale(s)...]

SRV Code(s) (i) ← Step 8 [Please select associated referral(s)...]

Partnership MOU or Contract
 Yes No

Next

Service, and Referral Delivery Models
Eligibility
Monitoring and Evaluation
Community Needs Planning
Service and Referral Needs Planning
Administrative and Outreach
CAP Review/Submission

SRV (“service”) codes are unique identifiers that are attached to an agency’s services that then allow the agency to accurately report on the provision and receipt of those services.

Please enter the SRV codes that identify the different types of services counted.

Step 9

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 81% Complete X

Service Name [?]
R - test now - Test

Domain(s) [?]
Health Care

Scale(s) [?]
Please select service scale(s)...

SRV Code(s) [?]
Please select associated referral(s)...

Partnership MOUY or Contract
 Yes No **← Step 9**

Next

- Service, and Referral Delivery Models
- Eligibility
- Monitoring and Evaluation
- Community Needs Planning
- Service and Referral Needs Planning
- Administrative and Outreach
- CAP Review/Submission

If you have a partnership or contract with an organization, please choose "Yes." If there is no contract or partnership, please select "no."

Step 10

The screenshot shows a web application interface for 'FY 2023 - Video Demo CAP'. At the top, there is a progress bar indicating '81% Complete' and a close button 'X'. Below the header, there are several input fields: 'Service Name' (with a dropdown menu showing 'R - test now - Test'), 'Domain(s)' (with a dropdown menu showing 'Health Care'), 'Scale(s)' (with a dropdown menu showing 'Please select service scale(s)...'), and 'SRV Code(s)' (with a dropdown menu showing 'Please select associated referral(s)...'). Below these fields, there are radio buttons for 'Partnership MOU or Contract' with options 'Yes' and 'No'. At the bottom left, there is a blue 'Next' button. A red arrow points to this button with the text 'Step 10' written in red. On the right side, there is a vertical navigation menu with several items: 'Service, and Referral Delivery Models' (checked), 'Eligibility' (checked), 'Monitoring and Evaluation' (checked), 'Community Needs Planning' (checked), 'Service and Referral Needs Planning' (selected), 'Administrative and Outreach' (unchecked), and 'CAP Review/Submission' (unchecked).

Click the next button to continue.

Step 11

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 81% Complete X

Adding New Service/Referral

Agency Name: ABCDEFG | Type: Direct Service

Service Name: R – test now – *Genesis Demo | Domain(s): Health Care | Scale(s): 1. Did a parent or other adult in the... | Partnership MOU or Contract: No

1st Quarter (Unduplicated Client Count)

Target **← Step 11** Actual Result

2nd Quarter (Unduplicated Client Count)

Target Actual Result

- Service, and Referral Delivery Models
- Eligibility
- Monitoring and Evaluation
- Community Needs Planning
- Service and Referral Needs Planning
- Administrative and Outreach
- CAP Review/Submission

In this section, identify the target outcome(s) (i.e., your projected successes or positive movements) for your target population per the reporting quarter.

Step 12

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 81% Complete X

Adding New Service/Referral

Agency Name: ABCDEFG | Type: Direct Service

Service Name: R – test now – *Genesis Demo | Domain(s): Health Care | Scale(s): 1. Did a parent or other adult in the... | Partnership MOUY or Contract: No

1st Quarter (Unduplicated Client Count)

Target	Actual Result
<input type="text"/>	<input type="text"/>

2nd Quarter (Unduplicated Client Count)

Target	Actual Result
<input type="text"/>	<input type="text"/>

- Service, and Referral Delivery Models
- Eligibility
- Monitoring and Evaluation
- Community Needs Planning
- Service and Referral Needs Planning
- Administrative and Outreach
- CAP Review/Submission

In this section, identify the outcomes that have been achieved during the reporting quarter. Actuals will be entered later (as the quarter concludes).

Step 13

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 81% Complete X

Adding New Service/Referral

Agency Name: ABCDEFG | Type: Direct Service

Service Name: R – test now – *Genesis Demo | Domain(s): Health Care | Scale(s): 1. Did a parent or other adult in the... | Partnership MOU or Contract: No

1st Quarter (Unduplicated Client Count)

Target	Actual Result
<input type="text"/>	<input type="text"/>

2nd Quarter (Unduplicated Client Count)

Target	Actual Result
<input type="text"/>	<input type="text"/>

Service, and Referral Delivery Models
Eligibility
Monitoring and Evaluation
Community Needs Planning
Service and Referral Needs Planning
Administrative and Outreach
CAP Review/Submision

In this section, identify the target outcome(s) (i.e., your projected successes or positive movements) for your target population per the reporting quarter.

Step 14

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 81% Complete X

Adding New Service/Referral

Agency Name: ABCDEFG | Type: Direct Service

Service Name: R – test now – *Genesis Demo | Domain(s): Health Care | Scale(s): 1. Did a parent or other adult in the... | Partnership MOU or Contract: No

1st Quarter (Unduplicated Client Count)

Target	Actual Result
<input type="text"/>	<input type="text"/>

2nd Quarter (Unduplicated Client Count)

Target	Actual Result
<input type="text"/>	<input type="text"/>

← Step 14

- Service, and Referral Delivery Models
- Eligibility
- Monitoring and Evaluation
- Community Needs Planning
- Service and Referral Needs Planning
- Administrative and Outreach
- CAP Review/Submision

In this section, identify the outcomes that have been achieved during the reporting quarter. Actuals will be entered later (as the quarter concludes).

Step 15

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 81% Complete X

3rd Quarter (Unduplicated Client Count)
Target **Step 15** Actual Result

4th Quarter (Unduplicated Client Count)
Target Actual Result

Total Annual Projected Service(s) (Unduplicated Client Count): 0

Total Annual Actual Service(s) (Unduplicated Client Count): 0

Save Service

- Service, and Referral Delivery Models
- Eligibility
- Monitoring and Evaluation
- Community Needs Planning
- Service and Referral Needs Planning
- Administrative and Outreach
- CAP Review/Submission

In this section, identify the target outcome(s) (i.e., your projected successes or positive movements) for your target population per the reporting quarter.

Step 16

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 81% Complete X

3rd Quarter (Unduplicated Client Count)
Target Actual Result ← Step 16

4th Quarter (Unduplicated Client Count)
Target Actual Result

Total Annual Projected Service(s) (Unduplicated Client Count): 0

Total Annual Actual Service(s) (Unduplicated Client Count): 0

Save Service

- Service, and Referral Delivery Models
- Eligibility
- Monitoring and Evaluation
- Community Needs Planning
- Service and Referral Needs Planning
- Administrative and Outreach
- CAP Review/Submission

In this section, identify the outcomes that have been achieved during the reporting quarter. Actuals will be entered later (as the quarter concludes).

Step 17

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 81% Complete X

3rd Quarter (Unduplicated Client Count)
Target Actual Result

4th Quarter (Unduplicated Client Count)
Target **Step 17** Actual Result

Total Annual Projected Service(s) (Unduplicated Client Count): 0

Total Annual Actual Service(s) (Unduplicated Client Count): 0

Save Service

- Service, and Referral Delivery Models
- Eligibility
- Monitoring and Evaluation
- Community Needs Planning
- Service and Referral Needs Planning
- Administrative and Outreach
- CAP Review/Submission

In this section, identify the target outcome(s) (i.e., your projected successes or positive movements) for your target population per the reporting quarter.

Step 18

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 81% Complete X

3rd Quarter (Unduplicated Client Count)
Target Actual Result

4th Quarter (Unduplicated Client Count)
Target Actual Result ← Step 18

Total Annual Projected Service(s) (Unduplicated Client Count): 0

Total Annual Actual Service(s) (Unduplicated Client Count): 0

Save Service

- Service, and Referral Delivery Models
- Eligibility
- Monitoring and Evaluation
- Community Needs Planning
- Service and Referral Needs Planning
- Administrative and Outreach
- CAP Review/Submission

In this section, identify the outcomes that have been achieved during the reporting quarter. Actuals will be entered later (as the quarter concludes).

Step 19

The screenshot displays a web-based form for 'FY 2023 - Video Demo CAP' with a reporting period of 'FY 2023 (03/10/2022 - 03/09/2023)'. A progress bar at the top indicates '81% Complete'. The form is divided into two main sections: quarterly data entry and a vertical checklist of process steps.

Quarterly Data Entry:

- 3rd Quarter (Unduplicated Client Count):** Includes 'Target' and 'Actual Result' input fields.
- 4th Quarter (Unduplicated Client Count):** Includes 'Target' and 'Actual Result' input fields.
- Total Annual Projected Service(s) (Unduplicated Client Count): 0** (This field is highlighted with a red arrow and labeled 'Step 19').
- Total Annual Actual Service(s) (Unduplicated Client Count): 0**

Checklist of Process Steps:

- Service, and Referral Delivery Models (checked)
- Eligibility (checked)
- Monitoring and Evaluation (checked)
- Community Needs Planning (checked)
- Service and Referral Needs Planning (selected)
- Administrative and Outreach (unchecked)
- CAP Review/Submission (unchecked)

A 'Save Service' button is located at the bottom left of the form.

Make sure the numbers entered match the Total Annual Projected Outcome(s).

Make sure the numbers entered match the Total Annual Actual Outcome(s).

Step 20

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 81% Complete X

3rd Quarter (Unduplicated Client Count)
Target Actual Result

4th Quarter (Unduplicated Client Count)
Target Actual Result

Total Annual Projected Service(s) (Unduplicated Client Count): 0

Total Annual Actual Service(s) (Unduplicated Client Count): 0

Save Service ← Step 20

- Service, and Referral Delivery Models
- Eligibility
- Monitoring and Evaluation
- Community Needs Planning
- Service and Referral Needs Planning
- Administrative and Outreach
- CAP Review/Submission

Please click on the Save Service button. To add more services for your agency, simply repeat steps 1-19.

Step 21

FY 2023 - Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 - 03/09/2023) 90% Complete X

Service and Referral Needs Planning

Please list all services and referrals and their projected and actual results.

Services and Referrals (1) + Add Service/Referral

Service Name: R - test now - Test
Agency Name: ABCDEFG | Type: Direct Service | Domain(s): Health Care
1st Quarter: 0 Actual: 1 | 2nd Quarter: 0 Actual: 0 | 3rd Quarter: 0 Actual: 0 | 4th Quarter: 0 Actual: 0 | Annual Targets: 0 Annual Total: 1

Save and Next ← Step 21

- Service, and Referral Delivery Models
- Eligibility
- Monitoring and Evaluation
- Community Needs Planning
- Service and Referral Needs Planning
- Administrative and Outreach
- CAP Review/Submission

When you have finished adding all of the available services, please click the "Save and Next" option so that you can proceed.

Part 11

Administrative and Outreach



Administrative Outreach Overview



Administrative and Outreach

Please List all main/administrative/satellite offices and the neighborhood/outreach centers, parishes served, and days & hours of operation.

Facilities (0) [+ Add Facility](#)

[Save and Next](#)

The eleventh tab section in your CAP is "Administrative and Outreach Centers." This section outlines the different administrative outreach centers with which your agency coordinates. It is designed to capture how your agency plans to provide outreach and administrative services to community partners beyond their referral network.

Step 1

The screenshot displays a web application interface for reporting. At the top, it says "FY 2023 - Video Demo CAP" with a progress bar at 90% Complete. The main heading is "Administrative and Outreach". Below this is a yellow instruction box: "Please List all main/administrative/satellite offices and the neighborhood/outreach centers, parishes served, and days & hours of operation." Underneath, it shows "Facilities (0)" with a "+ Add Facility" button. A red arrow points to this button with the text "Step 1". There is also a "Save and Next" button. On the right side, a vertical list of steps is shown, with "Administrative and Outreach" selected and highlighted in blue, while others like "Service, and Referral Delivery Models" and "Eligibility" are marked with green checkmarks.

Please proceed to click on "Add Facility" button.

Step 2

The screenshot shows a web application window titled "FY 2023 - Video Demo CAP" with a progress bar at 90% Complete. The main section is "Adding New Facility". On the left, there is a "Facility Name" field with a dropdown menu. A red arrow points to the dropdown menu with the text "Step 2". The dropdown menu is open, showing a search bar and a list of facility names: "24/7 - Video Demo", "ABC Accounting - *Genesis Demo", "ABC Accounting - Video Demo", "Adam's Tech - *Genesis Demo", "Alfredo's - *Genesis Demo", "Altitude Beer Co. - Video Demo", "art shop - *Genesis Demo", "ASD - *Genesis Demo", and "AVC Child Care Facility - *Genesis Demo". On the right, there is a vertical list of steps: "Service, and Referral Delivery Models", "Eligibility", "Monitoring and Evaluation", "Community Needs Planning", "Service and Referral Needs Planning", "Administrative and Outreach", and "CAP Review/Submission". The first five steps are marked with a green checkmark, and "Administrative and Outreach" is marked with a white circle. "CAP Review/Submission" is marked with a white circle.

Find the facility's name in the drop-down box and type it into the field labeled "Facility Name."

Step 3

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 90% Complete X

Step 3

Address Line 1 →
N/A

Address Line 2
N/A

City → State → ZIP →
N/A N/A N/A

Phone Number →
N/A

Next →

- ✓ Eligibility
- ✓ Monitoring and Evaluation
- ✓ Community Needs Planning
- ✓ Service and Referral Needs Planning
- Administrative and Outreach
- CAP Review/Submission

Check that the facility's correct address and contact information has been auto-populated in this section (per field). After reviewing the data, click the "Next" button.

Step 4

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 90% Complete X

Adding New Facility
Facility Name: Betty's BBQ – Video Demo | Address: N/A | Phone Number: N/A

Service Provided **Step 4**
Enter service name...

State Served
Please select state served...

County(ies) / Parish(es) Served
Please select county(ies) / parish(es) served...

Days and Hours of Operation
 Monday From --:-- To --:--

- Eligibility
- Monitoring and Evaluation
- Community Needs Planning
- Service and Referral Needs Planning
- Administrative and Outreach
- CAP Review/Submission

Please identify the services this place provides.

Step 5

The screenshot shows a web application interface for 'FY 2023 - Video Demo CAP'. At the top, there is a progress bar indicating '90% Complete' and a close button 'X'. Below the header, there are two main sections. On the left, there is a 'Service Provided' field with a placeholder 'Enter service name...'. Below that is the 'State Served' field, which is a dropdown menu. A red arrow points to the 'State Served' field with the text 'Step 5'. The dropdown menu is open, showing a search bar 'Type to search...' and a list of states: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, and District of Columbia. On the right side of the interface, there is a vertical list of steps: 'Eligibility', 'Monitoring and Evaluation', 'Community Needs Planning', 'Service and Referral Needs Planning', 'Administrative and Outreach', and 'CAP Review/Submission'. The first four steps have green checkmarks, while the last two have radio buttons.

Please name the state that this location is responsible for serving.

Step 6

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 90% Complete X

State Served
Pennsylvania

County(ies) / Parish(es) Served **Step 6**

Search: [type to search...]

- Adams County
- Allegheny County
- Armstrong County
- Beaver County
- Bedford County
- Berks County

Progress: Eligibility, Monitoring and Evaluation, Community Needs Planning, Service and Referral Needs Planning (Completed); Administrative and Outreach, CAP Review/Submission (Pending)

Please name the parish(es) that this location is responsible for serving.

Step 7

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 90% Complete X

Days and Hours of Operation ← Step 7

Day	From	To	Time
<input checked="" type="checkbox"/> Monday	From	To	12:10 PM
<input type="checkbox"/> Tuesday	From	To	01:11 AM
<input type="checkbox"/> Wednesday	From	To	02:12 AM
<input type="checkbox"/> Thursday	From	To	03:13 AM
<input type="checkbox"/> Friday	From	To	04:14 AM
<input type="checkbox"/> Saturday	From	To	05:15 AM
<input type="checkbox"/> Sunday	From	To	06:16 AM

- Service, and Referral Delivery Models
- Eligibility
- Monitoring and Evaluation
- Community Needs Planning
- Service and Referral Needs Planning
- Administrative and Outreach
- CAP Review/Submission

You may choose the days and hours the facility is open by checking the box next to the appropriate day and then clicking the clock icon to enter the hours.

Step 8

The screenshot displays a web application interface for 'FY 2023 - Video Demo CAP'. At the top, it shows the reporting period 'FY 2023 (03/10/2022 - 03/09/2023)' and a progress bar at 90% completion. The main area contains a list of days from Tuesday to Sunday, each with a checkbox and 'From'/'To' time selection fields. On the right, a vertical list of process steps is shown, with 'Service, and Referral Delivery Models', 'Eligibility', 'Monitoring and Evaluation', 'Community Needs Planning', and 'Service and Referral Needs Planning' marked as complete with green checkmarks. 'Administrative and Outreach' is the current active step, highlighted in blue. 'CAP Review/Submission' is the final step, currently inactive. At the bottom left, a blue 'Save Facility' button is highlighted with a red arrow and the text 'Step 8'.

Please click on the **Save Facility** button. To add more facilities for your agency, simply repeat steps 1-8.

Step 9

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 100% Complete X

Administrative and Outreach

Please List all main/administrative/satellite offices and the neighborhood/outreach centers, parishes served, and days & hours of operation.

Facilities (1) + Add Facility

Facility Name: Betty's BBQ – Video Demo
Address: N/A | Phone Number: N/A | Service: Utility Assistance, Food Bank Service...

Save and Next ← Step 9

- Service, and Referral Delivery Models
- Eligibility
- Monitoring and Evaluation
- Community Needs Planning
- Service and Referral Needs Planning
- Administrative and Outreach
- CAP Review/Submission

When you have finished adding all of the available facilities, please click the "Save and Next" option so that you can proceed.

Part 12

CAP

Review/Submission



CAP Review/Submission Overview

CAP Review and Submission

Please review the CAP checklist on the right hand side. If any sections are marked in red please complete those sections before you can complete the submission of this CAP.

Notes (1) [+ Add Note](#)

Test - SaDesia Giles
Created by: SaDesia Giles | 06/28/2023 2:40 PM

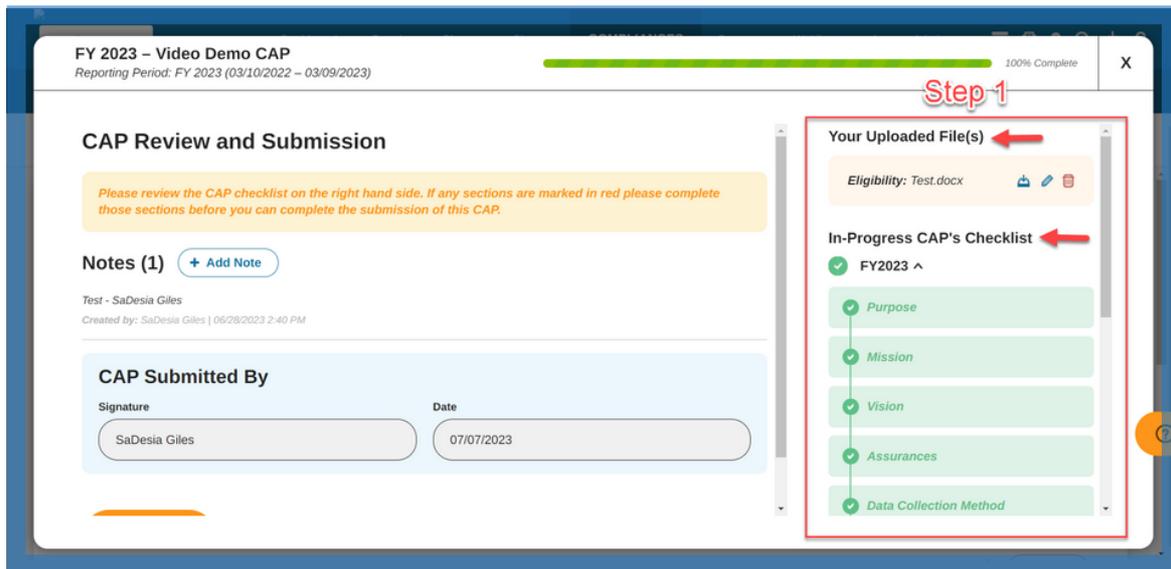
CAP Submitted By

Signature	Date
SaDesia Giles	07/07/2023

[Submit CAP](#)

Your CAP will conclude with the CAP Review and Submission, the twelfth and final section. In this step, you will examine the CAP checklist, any files you may have uploaded, and any notes you may have included, and then submit the CAP.

Step 1



Review the files uploaded and the CAP checklist on the right-hand side. Complete any sections marked in red before submitting the CAP.

Note: eLogic/CAMP staff does not review for accuracy, please refer to your agency's specific contact for this purpose.

Step 2

FY 2023 – Video Demo CAP
Reporting Period: FY 2023 (03/10/2022 – 03/09/2023) 100% Complete X

Please review the CAP checklist on the right hand side. If any sections are marked in red please complete those sections before you can complete the submission of this CAP.

Notes (1) + Add Note

Test - SaDesia Giles
Created by: SaDesia Giles | 06/28/2023 2:40 PM

CAP Submitted By

Signature	Date
SaDesia Giles	07/07/2023

Submit CAP

Your Uploaded File(s)
Eligibility: Test.docx

In-Progress CAP's Checklist

- ✓ FY2023 ^
- ✓ Purpose
- ✓ Mission
- ✓ Vision
- ✓ Assurances
- ✓ Data Collection Method

Check to see that your signature and the date have been auto-populated in the CAP Submitted By section, and if there are any further notes, go through them and add them if necessary. Click the "Submit CAP" button once all essential changes have been made to the document.

Step 3

Step 3 → No edits can be made to the CAP after submitting. Do you want to submit this CAP?

Please review the CAP checklist on the right hand side. If any sections are marked in red please complete those sections before you can complete the submission of this CAP.

Notes (1)

Test - SaDesia Giles
Created by: SaDesia Giles | 06/28/2023 2:40 PM

CAP Submitted By

Signature	Date
SaDesia Giles	07/07/2023

- ✓ Services and Resource Safety Models
- ✓ Eligibility
- ✓ Monitoring and Evaluation
- ✓ Community Needs Planning
- ✓ Service and Referral Needs Planning
- ✓ Administrative and Outreach
- CAP Review/Submission

FY2024 ▾

When you have finished reviewing the CAP and have clicked the "Submit" button, a notification will appear verifying that you want to submit it. To continue, please click the confirm button. To return, select "Cancel" from the menu. When you click the confirm button, the CAP will be made permanent, and you will no longer be able to make any further changes.