A FOCUS ON MANAGEMENT PRACTICES
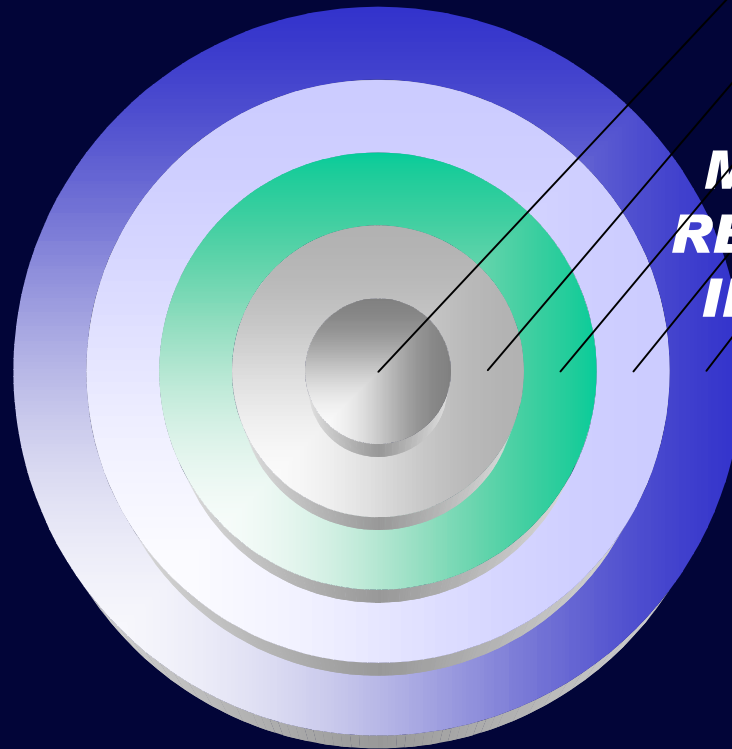
MAKING IT ALL WORK

MULTI-LEVEL

MULTI-TASK

The focus of today's sessions is on management responsibilities:

The goal: a rich growing environment, a successful SCSEP

Friday, 9 – 10 am

SCSEP Management Scope

PARTICIPANTS

PROGRAM

H.A.'S
EMPLOYERS ONE-STOPS WIBS

MANAGING....
RELATIONSHIPS
INFORMATION
MONEY
PROPERTY
PROCESSES

Aspects of Management

- **Property Management**
  - *Office Space*
  - *Equipment*
  - *Supplies*
  - *Communications*
  - *Liability*
  - *Security*

Aspects of Management

- **Financial Management**
  - *Accounting system*
  - *budgets*
  - *Payroll*
  - *Procurement*
  - *Reporting*
  - *audit*

Aspects of Management

Process Management
- Recruitment and Selection
- Enrollment
- Assessment
- Community service assignment
- Training
- Job Development
- Follow-up
- Monitoring and Evaluation

- *Information Management*
  - *Records*
  - *Computer system*
  - *Data management*
  - *Reports*

Relationship Management

- *Relationship Management refers to the aspects of management dealing with people and organizations.*
- *Each program needs to manage effective relationships with:*
  - *the funding source,USDOL*
  - *applicants, participants*
  - *host agencies, employers*
  - *WIB's and One-stops*
  - *states, the aging network*
  - *Communities, public media*
  - *other grantees*

- *Each aspect of management is critical and important, requiring skill, time management, organizational and communications ability.*

- *Grant success in every aspect also requires clear policies and procedures, agreements and communication between the Department of Labor and the Grantee (and sub-grantee) levels.*

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Grantees manage SCSEP Programs either directly or indirectly through sub-grantee relationships

- *Both forms of grantee management involve the same over-all responsibilities. Certain authority for project operations and accountability is delegated in the case of grantees who have sub-grantees. However, each national grantee is responsible to the DOL for the entire SCSEP grant. Delegated operations and liabilities are defined in written agreements between grantees and sub-grantees.*

- *Both forms of SCSEP management have advantages and pitfalls. Examples: Grantees with sub-grantee relationships have less direct control over their programs on a day-to-day basis.*

Direct & Indirect Management

- *Selection, training and supervision of all direct staff is a primary concern of directly administered programs.*

- *Selection and training of skilled management staff and qualified sub-grantee leadership is a primary concern of sponsors with a sub-grantee form of management, as well as monitoring effective operations.*

- *Both types of national programs have monitoring responsibilities.*

Exercise

Peer Information-sharing:

Divide into small groups of Direct and Indirect nationally managed programs
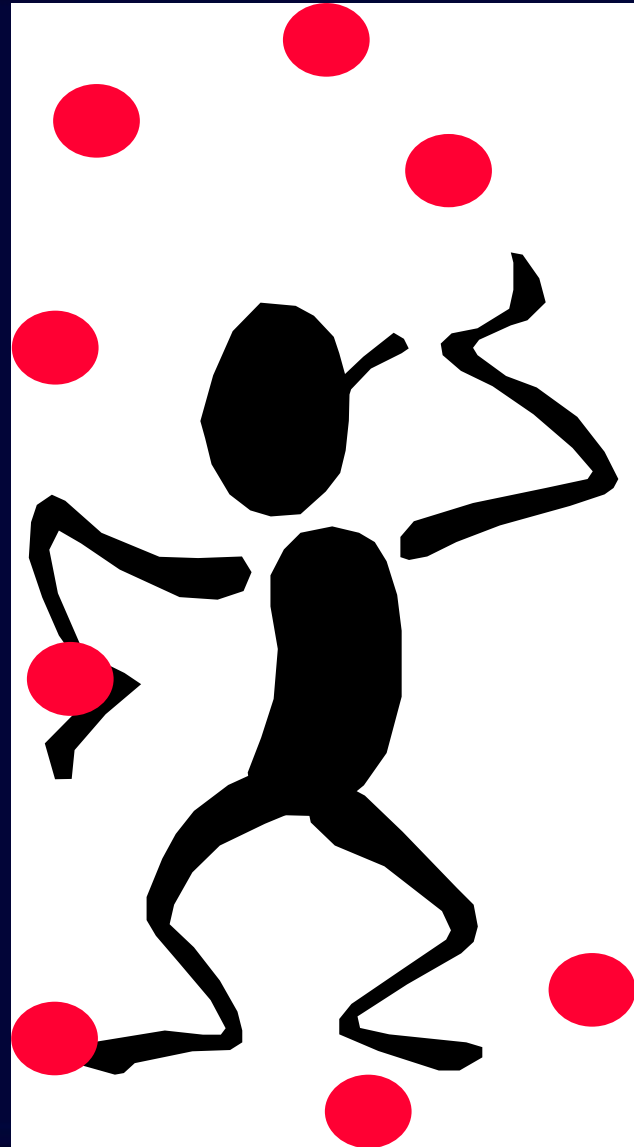
Information Sharing Exercise

- *In each group, share briefly on your plans to address these grant responsibilities:*

- *How will staff training take place?*

- *Who will provide technical assistance to local areas?*

- *How will program services be monitored and evaluated?*

- *Are there questions you want to discuss with peers?*

Information Sharing Exercise Wrap-up

- *One or two representatives from each group share highlights in the general session.*

USDOL Tasks and Timing

- *QPR's and FSR's are submitted electronically and are due 30 days after a quarter.*

- *Closeout Packages are due 90 days after program year ends.*

- *Audits are due one year after grant year completion.*

Other time considerations:

- *Participant Assessment, IEP Process Timelines*

Major SCSEP Management Tasks and DOL Timelines:

- *Grant Applications are due at DOL discretion*

- *Corrective Action Plans, when applicable, will be due with the next grant application or at DOL's discretion*

- *Equitable Distribution Reports are due October 1*

- *State Plans will be due April 1 beginning 2004*

More Time Considerations:

- Participant Recertification timelines
- Host Agency Agreements, monitoring, Orientation Timelines
- Assignment Rotation frequency
- Participant training meeting frequency
- Coordination and cooperation meeting schedules
- Staff time for interviewing, placement follow-up contacts
- Recruitment, PR activities

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The balance of the day will focus on:

- *office management & set-up*
- *internal program monitoring*
- *coordination and cooperation*
- *best practices for placement success*
- *and a final Q & A session.*

- *TAKE A BREAK- 30 MINUTES*

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