



# Know News

## Is Good News

### The ANCRT Newsletter

### Fall 2018

Vol 1



# In-Service Continuing Education Program

ANCRT BOARD October 2018

**The Association of Nationally Certified ROMA Trainers and Implementers** held its Fall In-service program on Oct. 23 and 24, 2018 in Las Vegas, Nevada with 81 participants in attendance.

The representative from the State CSBG office in NV (Crystal Johnson) welcomed the group on Tuesday morning. ANCRT President John Edwards opened the two day training program by recognizing newly certified ROMA Trainers and Implementers.

There were lots of great presentations in the two day event. [See material at http://www.roma-nptp.org/resources\\_mo.html](http://www.roma-nptp.org/resources_mo.html) Thanks to Denise Harlow and Tiffney Marley from the Partnership and Katy Kujawski from NASCSP for presentations. Thanks to everyone who participated in panels and in discussions.



Newly elected Board Members were installed, and existing Board Members acknowledged their commitment to the mission and purpose of ANCRT.

*ANCRT is incorporated under the Nonprofit Corporation Law and approved for IRS non-profit status for the following purposes:*

*To support and provide continuing education to Nationally Certified ROMA Professionals (Trainers and Implementers) who provide services to the Community Action network; and*

*To improve the network's ability to achieve, document and report results, and to analyze and use data for decision making.*

ANCRT BOARD ^

(See photo above – Left to Right: Christine Westerlund, IL; David Hagen, IA; Candace McDermott, MS, John Edwards, FL; Terry Bearden, AR; Frederick Richmond, PA; PJ Davis, CA; Myka Piatt, PA and Matt Fitzgerald, VA)

The ICEP introduced **New Training Material ROMA for Boards** and two sections of the **Beyond the Basics** training series were previewed. This material was created by ANCRT under contract with the Community Action Partnership and in collaboration with both the Partnership training and NASCSP services.

See more on next page

Association of Nationally Certified ROMA Trainers and Implementers

The intention of this training material is to bring together key elements of training from national training partners in a way that gives the network useful, standardized information

### ROMA for Boards

Currently in power point format, the seven segments of this training series may be made into either video or webinar so they could be shared for independent use by Board Members or staff without having a “live” facilitator. A Facilitator Guide is also available to help NCRTs and NCRI who want to provide this information at in-person session. Activities to help teach the key principles and practices are included.

[https://communityactionpartnership.com/publication\\_toolkit/roma-for-boards-training-series/](https://communityactionpartnership.com/publication_toolkit/roma-for-boards-training-series/)

### Beyond the Basics

This training series is named to highlight the “beyond Introduction to ROMA” nature of these training segments.

We have been told that in order to help local agencies actually implement the full ROMA Cycle, some additional skills, knowledge must be developed so that the NCRTs and NCRI feel confident in their ability to assist.

The first two segments have been adapted from in depth training developed by the Partnership on Community Needs Assessment and Strategic Planning – with a focus on using good ROMA language and concepts.

*Conducting, Sharing and Utilizing a Community Needs Assessment* is the first segment. Both the workshop length power point deck and the Facilitator Guide are posted on the Partnership web site at

[https://communityactionpartnership.com/publication\\_toolkit/roma-next-gen-beyond-the-basics/](https://communityactionpartnership.com/publication_toolkit/roma-next-gen-beyond-the-basics/)

The Strategic Planning material will be posted soon.



The ROMA for Boards segments can be used as a companion training to the newly released Board training produced by CAPLAW.

<https://caplaw.org/resources/Publication Documents/csbtrainingtoolsfornonprofitboardsdownload.html>



## How to Select the Right Person to Become a Nationally Certified ROMA Implementer

Thinking of sending a staff person to become a Nationally Certified ROMA Implementer (NCRI)?

Results Oriented Management and Accountability (ROMA) is the performance management system adopted by the Community Action network. The time local agencies invest in such essential functions as Community Needs Assessments, Strategic Planning, and other activities related to Organizational Standards requirements is optimized through effective use of ROMA principles and practices. While the Nationally Certified ROMA Implementer (NCRI) is an identified leader who helps create and maintaining an agency-wide pan-program culture, s/he is not the sole ROMA contributor in the agency. Having completed the training process, the NCRI can better assist in reviewing agency practices to support compliance with the Organizational Standards and helping to create a results-orientation to decision-making, capacity building and achieving the goals of your agency. This is the way to maintain high quality Community Action agencies.

### Who should become an NCRI?

The person selected by the agency to participate in the training and certification process could be a member of the agency's leadership team, but should definitely be a person who can and will be trusted to provide input to the Executive Director and leadership.

The person should have good oral and written communication skills and have at least 12 months experience with Community Action.

### Consider staff who are involved in one or more of the following:

- data collection, aggregation and analysis for:
  - the comprehensive Community Needs Assessment (CNA)
  - identification of agency customers (as in demographics)
  - reporting of agency services, strategies and outcomes
  - using data for improving agency functioning
- development of the agency-wide Strategic Plan and/or the Community Action Plan
- working with the plans (proposals) of agency programs Interacting with all levels of the agency staff

*Note: When you pick someone to become an NCRI they may not have any of these involvements currently but could be given assignments and access in these areas.*

### Questions to consider when selecting an individual to become an NCRI:

- What is the staff person's current workload?
- Will they have time to devote to assisting the agency with the ROMA Implementation?
- What is the authority or influence of the person in the agency that would permit him/her to suggest changes to practices related to the implementation of ROMA principles throughout the agency? Does the person have the trust and respect of others in the agency?
- Does the individual have opportunity and ability to communicate with the leadership team directly?
- How does the individual interact with agency staff including those involved in direct service to customers?
- Will the individual be able to work across programs (using different funding sources for staffing support)?
- Will the individual have time/ability/resources to participate in ROMA activities across the state/region/nation?

### About the work of the NCRI

The Organizational Standards require each agency's Community Action Plan and Strategic Plan to document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle. In addition, the agency is required to document having used the services of a ROMA-certified Trainer or Implementer to assist in this continuous use of ROMA. The definition of "use of services" is not prescribed to the agencies in the Standards The duties of the individual who is certified **are to be generated by the local agency** (typically in discussion with the CSBG state office).

The NCRIs work should include assistance in integrating ROMA into all of the agency’s plans. This should be done with agency leadership and other appropriate agency staff/board members. Some services the NCRIs may provide to help embed ROMA into all aspects of the agency functioning could include *one or more* of the following:

- Provide feedback, input, support or guidance to agency leadership team (Board of Directors, Executive Director, senior management staff ) and staff, regarding the essential elements of the aspects of the ROMA Cycle
- Advocate for a Results Orientation throughout the agency
- Assist in the analysis of documentation of organizational standards
- Participate in board development as appropriate
- Help agency develop a Local Theory of Change
- Help identify “what works” in the agency
- Participate in a regular check-in with the leadership team (that includes data reporting)
- Provide (or participate in provision of ) an annual update for staff and Board
- Assist in training & technical assistance throughout the agency. This may include specific information for new employees and/or Board members.

See sample ROMA Implementation Plans and Checklists for guidance as you have discussions in your agency, state or region about the duties of the NCRIs. [Checklist of ROMA Implementation](http://www.roma-nptp.org/resources/checklist_draft_implementingROMA.doc)  
[http://www.roma-nptp.org/resources/checklist\\_draft\\_implementingROMA.doc](http://www.roma-nptp.org/resources/checklist_draft_implementingROMA.doc)

*Attention  
NCRIs  
>>>*

[http://www.roma-nptp.org/recert\\_quiz\\_2018\\_application.html](http://www.roma-nptp.org/recert_quiz_2018_application.html)



If you are an NCRIs certified in 2015, you were due for recertification in 2018

*Don't  
become  
inactive –  
Recertify!!*

**The "2018 Recertification" Process** (for Trainers) applies to any NCRIs certified or recertified prior to December 2014 (as of January 2018), and then also to those originally certified in 2015 (as their three year anniversary came up in 2018).

*The recertification process will remain in effect during 2018 (for NCRIs certified in 2015), 2019 (for NCRIs certified in 2016) and 2020 (for NCRIs certified in 2017). The next OMB clearance is due in 2020, and we expect that will indicate changes that our network must reflect, so the "2021 Recertification" will have some different items.*

**NCRIS (Implementers) will be eligible for recertification starting January of 2020.** This means that anyone certified in the 2016 Pilot year will be given an additional year in the first recertification period. No NCRIs will be required to recertify prior to January of 2020.

**Fast Facts**

Since the Fall 2017 ICEP, 50 individuals have become ROMA Trainers and 176 have become ROMA Implementers.

The high volume of new NCRIs shows the CSBG network’s commitment to increasing the implementation of the full ROMA Cycle

**Have a change of title, address, email, phone number, etc.?**



Keep your contact information up to date by going to the My Info tab

<http://www.roma-nptp.org/myinfo.html>

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[www.ancrt.org](http://www.ancrt.org)

Contact us:

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**ALERT:**

**Registration for Spring 2019 In-service Continuing Education Program (ICEP) is open!!**

Participants only have until end of February to secure lodging at the group rate at the Downtown Sheraton Oklahoma City.

**Get more info and register for the event at**

**[http://www.roma-nptp.org/icep\\_registration.html](http://www.roma-nptp.org/icep_registration.html)**

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