



## Georgia Family Connection Collaborative Requirements

### Improving Outcomes for Children and Families

Since 1991, the Georgia General Assembly has invested in the only statewide network of its kind focused on improving outcomes for children and families. Result areas include: 1) healthy children; 2) children primed for school; 3) children succeeding in school; 4) stable, self-sufficient, and productive families; and 5) thriving communities.

The General Assembly votes annually to approve funding for Collaboratives and Georgia Family Connection Partnership (GaFCP) as the state intermediary and contract manager. Georgia Family Connection is administratively attached to the Department of Human Services (DHS) with funding flowing directly to Collaborative fiscal agents from DHS.

Georgia Family Connection Collaboratives serve all 159 counties in Georgia and together with GaFCP comprise the Georgia Family Connection statewide network. Collaboratives operate within GaFCP's disciplined model of collaboration. GaFCP additionally provides technical assistance (TA), leadership, support, and linkages to regional- and state-level partners, initiatives, and resources. Collaboratives function at the county-level and are comprised of a locally-designated fiscal agent and governing body, a diverse group of community partners, and a hired coordinator with the shared goal of improving outcomes for children and families in their communities through collaboration.

Collaboration happens when a group of people, agencies, and organizations come together with a common goal that no one individual or organization could accomplish on their own by sharing their knowledge, creativity, experiences, and resources. The local Collaborative provides a unique avenue for collaborating that traditional structures of communication and teamwork do not allow. Collaboratives focus on systems change to eliminate barriers and inefficiencies and work to fill service gaps.

The statewide network creates the opportunity and platform for Collaboratives to work together, share resources, and learn from each other. GaFCP's role with the network is to connect and convene the Collaboratives to leverage our unique vantage point to both grasp the big picture and operate effectively at the local level.

### Local Decision-Making

Within the disciplined model of collaboration, Collaboratives use local decision-making to determine: 1) organizational structure to accomplish the work of the Collaborative; 2) priorities based on data; 3) strategies to address those priorities utilizing best and promising practices; and 4) accountability measures for continuous quality improvement.

## Georgia Family Connection Collaborative Requirements

### Collaborative Structure is Required

An organized Collaborative structure supports the collective work of the community partners. Foundational steps to organizing include choosing a structure as a meet and confer or private nonprofit, developing and following bylaws, and identifying a governing body and chairperson according to bylaws. A public agency or tax-exempt organization is required to serve as fiscal agent for the Family Connection annual allocation. A coordinator is hired to facilitate the work of the Collaborative as guided by the governing body. Collaboratives develop committees, strategy teams, meeting structures, etc. that best meet the needs of the community and partners.

### Governing Body and Chairperson Lead the Collaborative

1. The Collaborative governing body provides leadership, oversight, and fiscal accountability for the Collaborative's work.
2. Bylaws, policies, procedures, and protocols are developed, followed, and routinely updated.
3. The governing body ensures that all requirements of the *Georgia Family Connection Collaborative Requirements* are met each year and participates in an annual Collaborative review with GaFCP TA providers that assesses compliance with the *Georgia Family Connection Collaborative Requirements*.
  - 3.1 The Collaborative addresses areas of noncompliance by following through with GaFCP feedback and if prescribed, a corrective action plan.
  - 3.2 The Collaborative follows through with any GaFCP-recommended feedback to promote continuous quality improvement.
4. The governing body fulfills all legal and fiduciary responsibilities as they relate to managing resources.
5. Governing body members participate in governing body meetings and serve as needed on Collaborative committees, strategy teams, and workgroups.
6. The governing body elects a chairperson.
 

The chairperson:

  - 6.1 presides at the governing body meetings and runs them in a productive manner;
  - 6.2 ensures that decisions are made jointly and the actions of the governing body are implemented for the good of the Collaborative; and
  - 6.3 oversees the development and implementation of the Collaborative annual plan.

### Governing Body Meeting Minimum Requirements

7. A consistent meeting schedule that demonstrates sufficient regularity to accomplish the work of the Collaborative is published and followed in accordance with bylaws.
8. Regular meeting agendas and materials are provided prior to governing body meetings.
9. An individual is elected or appointed to take minutes, or a paid staff member is assigned to that role.
10. Meeting minutes are reviewed and approved at meetings.
11. Governing body meeting formats (in person, virtual, hybrid) are approved and foster the active involvement and full engagement of its members, utilizing in-person meetings as often as practical.

### Collaborative Coordinator Supervised by the Governing Body

12. The governing body supervises the salaried Georgia Family Connection coordinator in accord with the employment policies of the fiscal agent and/or employing entity OR works with the fiscal agent to determine if consideration of hiring the coordinator as an independent contractor meets IRS guidelines (see [irs.gov/businesses/small-businesses-self-employed](https://irs.gov/businesses/small-businesses-self-employed)), and if so, creates a written agreement that meets all legal requirements.
13. The coordinator reports regularly to the governing body at meetings and via email on actions taken on behalf of the Collaborative, for example: progress on annual plan development and implementation, emerging needs and opportunities, coordination of activities with Collaborative partners, meetings attended, all GaFCP-required reports prepared and submitted, new contacts, data updates, new fund sources, presentations given, and work with GaFCP and Family Connection peers.

## Georgia Family Connection Collaborative Requirements

### Comply with DHS Conflict of Interest Requirements

14. Any individual named as Chair of the county Family Connection Collaborative shall not be running for office or be an elected official of any federal, state, or local government entity; nor shall he or she be the employee of the Contractor (i.e., county Family Connection Fiscal Agent) during the term of this Contract.
15. Any individual named as a coordinator or executive director and is compensated in the performance of this Contract shall not be running for office or be an elected official of any federal, state, or local government entity during the term of this Contract. Neither shall he or she be the spouse or immediate relative (as defined by Georgia statute) of anyone serving in a supervisory role regarding the administration of this Contract by the Contractor (i.e., county Family Connection Fiscal Agent).

### Sustainability

16. Collaboratives leverage the Georgia General Assembly's annual allocation to ensure the sustainability of the Collaborative's infrastructure and work.
  - 16.1 The governing body maintains a depository of essential information (i.e. passwords, Collaborative records, organizational seal, continuity book, etc.)
  - 16.2 The governing body secures the necessary additional resources to ensure a qualified and effective coordinator is compensated commensurate with their increasing value to the Collaborative.
  - 16.3 The governing body secures additional resources and partnerships to support plan implementation.
  - 16.4 The coordinator identifies and shares funding opportunities.

### Identify as a Georgia Family Connection Collaborative

17. Georgia Family Connection Collaboratives identify themselves as members of the Georgia Family Connection statewide network.
  - 17.1 The Collaborative protects and promotes consistent brand standards as outlined in the *Georgia Family Connection Brand Style Guide* in all official Georgia Family Connection Collaborative communications, representations, and materials.
  - 17.2 The Georgia Family Connection brand identity is protected by federal trademark. Deviating from the approved GaFCP brand standards by altering logos, watermarks, and other design elements that represent Georgia Family Connection Partnership is prohibited.
  - 17.3 Georgia Family Connection is nonpartisan and impartial. All statements from Collaboratives and any posts made on Family Connection social media accounts must not compromise this core organizational principle.

### Data is Critical to Decision-Making

GaFCP provides data, tools, and TA to inform the Collaborative about conditions for children and families. GaFCP is the Annie E. Casey KIDS COUNT grantee and tracks 51 indicators of child and family wellbeing in addition to providing guidance for utilizing additional data sources. The data coupled with local information, including the knowledge and experience of local partners and families, will help Collaboratives fully understand what is needed within the context of communities. This knowledge should help Collaboratives identify high-priority issues and develop and implement strong strategies to address those issues.

18. Collaboratives participate in a GaFCP-facilitated or -supported annual data review.
  - 18.1 Collaboratives facilitate a more in-depth assessment of community needs and opportunities as needed.
19. KIDS COUNT data and information regarding community conditions, needs, and strengths are shared regularly with Collaborative partners and the community-at-large through distributing data tools, making presentations at stakeholder and community meetings, and publicizing via various communication outlets.

## Georgia Family Connection Collaborative Requirements

### Strategies

Collaborative work is organized around strategies that Collaborative partners plan, resource, implement, and evaluate together. A strategy is a cluster of related programs, services, and activities designed and supported by a Collaborative to achieve desired outcomes for children, families, and communities. Strategies should be equity focused and reduce disparities. Collaboratives should respond to learnings and strive for continuous quality improvement.

There are seven types of Collaborative activities: systems change, Collaborative development, family engagement, results accountability, sustainability, communications, and programs and services. The first six are the core elements and direct primary responsibilities of a functioning Collaborative. The seventh activity type, programs and services, is designed to serve children and families directly and may be led primarily by the Collaborative or its partners.

20. A data-informed annual plan that details the Collaborative's plans for implementing its strategy(ies) is submitted to GaFCP by the deadline.
  - 20.1 *Annual Plan Guidelines* are reviewed and followed.
  - 20.2 The annual plan incorporates Collaborative input and responds to learnings from the current year annual plan implementation and the annual data review.
  - 20.3 The Collaborative coordinator and the governing body chairperson and/or involved Collaborative partner(s) participate in the annual plan and implementation review and make any necessary changes required by TA providers to ensure the plan meets requirements.
  - 20.4 The governing body oversees the development and implementation of and approves the annual plan and records approval in meeting minutes.
21. The coordinator facilitates the development and implementation of the Collaborative's annual plan, as guided by the Collaborative governing body and supported by Collaborative partners.
22. The coordinator shares best and promising practices with Collaborative partners and governing body members and facilitates their implementation, when appropriate.
23. Progress on the annual plan is reported quarterly to GaFCP in the Quarterly Narrative Report prepared by the coordinator and approved by the governing body.
24. Progress on the annual plan is reported on throughout the year to all stakeholders.
25. The extent to which planned and unplanned activities are implemented is reported in the self-assessment by the deadline.

### Partner Engagement

Each Collaborative is tasked with identifying and engaging diverse partners to develop and support the collective work of the Collaborative with their intellectual capital, technical skills, in-kind and financial support, volunteerism, and other resources through participating in Collaborative meetings, strategy teams, events, workgroups, committees, etc. Bringing the right people to the table, including the population of focus to be served, helps to eliminate duplication of effort and gaps in services.

26. Collaboratives demonstrate effective collaboration by being inclusive and nonpartisan, and by opening the process to all interested parties.
27. Collaborative partner meetings follow a regular and consistent meeting schedule.
  - 27.1 The meeting schedule is published to promote wide participation.
  - 27.2 The governing body chairperson or governing body member designated by the chairperson presides at the meeting.
  - 27.3 The agenda is action-oriented and focused on annual plan progress, not primarily focused on announcements.
  - 27.4 Meeting formats (in person, virtual, hybrid) are approved by the partners and conducted in a way that fosters the active involvement and full engagement of partners, utilizing in-person meetings as often as practical.
  - 27.5 Minutes of the meeting are recorded and shared with the Collaborative partners and reviewed and accepted at the following meeting.

### **Georgia Family Connection Collaborative Requirements**

28. The coordinator and the Collaborative chairperson keep the fiscal agent, Collaborative partners, and community members aware of activities, meetings, and progress of the annual plan.
29. Collaboratives make efforts to engage the population of focus as partners in the work and facilitate involvement in planning and decision-making roles.
30. The coordinator serves as liaison between the Collaborative and the community and between the Collaborative and GaFCP, in conjunction with the Collaborative chairperson.

### **Local Accountability**

Collaboratives are responsible for holding themselves accountable for continuous quality improvement that leads to improved outcomes for children and families. Locally developed accountability measures should be used in conjunction with the tools and TA provided by GaFCP.

### **Fiscal Accountability**

31. Governing bodies ensure compliance with Collaborative bylaws, fiscal agent policies and procedures, and with GaFCP and DHS contractual and reporting requirements.
32. In concert with the fiscal agent, governing bodies provide oversight of the Georgia Family Connection fiscal allocation, including but not limited to, the budget, budget revisions, and quarterly reports and record their approval in meeting minutes.

### **Accountability for Collaborative Work**

33. Local accountability measures for annual plan implementation are followed as outlined in the document and monitor section(s) of the annual plan and are used to improve the Collaborative's work.
34. Progress on the annual plan is reported quarterly to GaFCP in the Quarterly Narrative Report prepared by the coordinator and approved by the governing body.
35. Collaboratives participate annually in the Collaborative vitality survey to gauge partners' impressions of the Collaborative, and findings are used to identify and address areas for improvement. A minimum of 10 surveys are submitted by the deadline.
36. The coordinator works with the governing body and Collaborative partners to complete the self-assessment by the deadline, and the results are used to strengthen Collaborative function and work.

### **Accountability to the Statewide Network**

37. Collaboratives safeguard the network's vision, purpose, and core values (see [gafcp.org](http://gafcp.org)).
38. Collaboratives act with a high degree of integrity, transparency, accountability, and responsibility.
39. Coordinators share external professional development opportunities, learnings from their work, and Collaborative challenges and successes with peers that increase the capacity of the statewide network as a whole.

### **Professional Development**

40. GaFCP tools and products are utilized, and GaFCP staff and consultants are invited to facilitate and train, as required or warranted.
41. The Collaborative participates in county, regional, and statewide trainings and conferences hosted by GaFCP, when feasible.
  - 41.1 The coordinator makes the fiscal agent, governing body, and Collaborative partners aware of webinars and other tools provided by GaFCP.
42. The Collaborative pursues external professional development opportunities outside the role and/or expertise of GaFCP TA providers and consults with professionals such as attorneys and accountants, when needed.
43. The coordinator utilizes coaching and TA provided by GaFCP and attends required trainings and peer learning opportunities.

Georgia Family Connection Collaborative Requirements

Collaborative Chairperson and Collaborative Coordinator


It is a requirement that *Georgia Family Connection Collaborative Requirements* is signed by the Collaborative chairperson and Collaborative coordinator each year as part of the fiscal agent designation process and/or when there is a change in chairperson or coordinator.

Having read, understood, and reviewed with the governing body the *Georgia Family Connection Collaborative Requirements* and *Georgia Family Connection Collaborative Reporting Guidelines* (Appendix A), we hereby agree, as reflected in the governing body's minutes, to be responsible for the fulfillment of the requirements set forth herein.

Collaborative Name: Fannin County Family Connection Inc.

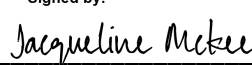
Collaborative Chairperson:

Sherry Echelberger  
Print Name

|   |            |
|---|------------|
| <small>DocuSigned by:</small>   |            |
|  |            |
| <small>05A54AA010A545F...</small>   |            |
| Signature1  | 11/23/2024 |
|   | Date1      |

Collaborative Coordinator:

Jacqueline McKee  
Print Name

|   |            |
|---|------------|
| <small>Signed by:</small>   |            |
|  |            |
| <small>FC79F597C6794AE...</small>   |            |
| Signature2  | 11/25/2024 |
|   | Date2      |



## Georgia Family Connection Collaborative Reporting Guidelines

### Fiscal Agent Designation Process

Georgia Family Connection Partnership (GaFCP) uses the fiscal agent designation process to develop the Department of Human Services (DHS) contract. The process provides a check-in between the Collaborative and the fiscal agent to uncover any issues and to thank the fiscal agent for their support. It confirms who will serve as the fiscal agent for the upcoming year and provides the necessary information to start the DHS contract package. If a fiscal agent is no longer going to serve, this process will uncover that and give time to find another fiscal agent.

The Collaborative should begin discussions regarding the fiscal agent documents submission process during the fall preceding the due date. This will give time to confirm a fiscal agent and get it on the agenda of the fiscal agent, if required, and ensure it is completed and signed by the appropriate individuals.

### Fiscal Agent Documents Required to Enter into a Contract with DHS

All Collaboratives and their fiscal agents must submit the following documents using the legal name of the fiscal agent, and if applicable, subcontractor(s). For detailed instructions for completing the documents, refer to *Contract Guidelines*.

- Fiscal Agent Designation and Acceptance Agreement—signed by the fiscal agent, Collaborative chairperson, and coordinator
- IRS W-9 Request for Taxpayer Identification Number and Certification Form—signed by the fiscal agent representative
- *Georgia Family Connection Collaborative Requirements* – signed by the Collaborative chairperson and coordinator. This form will be sent for eSignature via DocuSign every time there is a change in the chairperson or coordinator position.
- Tax Compliance Form—completed by the fiscal agent
- Security and Immigration Compliance Contractor Affidavit—completed by the fiscal agent
- Additional Security and Immigration Compliance Subcontractor Affidavit(s), if applicable—completed by individuals or organizations budgeted in the per diem fees and contracts line item

Nonprofit organizations that currently receive their contract with DHS must also upload to CLIX as part of the fiscal agent designation and acceptance process:

- Corporate Resolution
- Certificate of Insurance
- Articles of Incorporation – only if there has been a name change or other changes to the corporation
- Certificate from Secretary of State – only if there has been a name change

Nonprofits requesting to serve as a fiscal agent for the first time should refer to *Contract Guidelines* and contact the GaFCP director of public compliance for assistance.

## Georgia Family Connection Collaborative Reporting Guidelines

### Submitting the Required Documents

To begin the submission process for the documents via DocuSign, coordinators must confirm the contact information for the Collaborative and fiscal agent in CLIX. This will trigger a DocuSign email of the *Georgia Family Connection Collaborative Requirements* and Fiscal Agent Designation and Acceptance Agreement for eSignature and open the upload process for the other required documents.

### GaFCP Contact

Linda Lunsford, director of public compliance - lunsford@gafcp.org or 404-739-0057.

### Roles for Reporting

Collaborative chairperson as representative of governing body:

- ☐ Provide the governing body with a copy of the *Fiscal Agent Roles and Responsibilities* to allow the governing body to discuss and review the most recent requirements for a fiscal agent.
- ☐ Communicate and implement plan with coordinator for asking the fiscal agent to serve.
- ☐ If the current fiscal agent declines to continue to serve or a new fiscal agent is desired, develop a plan—including governing body members and Collaborative partners as appropriate—for identifying and recruiting a new fiscal agent.
- ☐ Ensure the coordinator briefs the governing body and fiscal agent on the GaFCP fiscal agent documents submission process and the signatories required to complete the process.
- ☐ Sign Georgia Family Connection Collaborative Requirements and Fiscal Agent Designation and Acceptance Agreement received for eSignature via DocuSign.

Collaborative coordinator:

- ☐ Provide the chairperson a copy of the *Fiscal Agent Roles and Responsibilities* to allow the governing body to discuss and review the most recent requirements for a fiscal agent.
- ☐ Provide the fiscal agent with a copy of *Fiscal Agent Roles and Responsibilities* to:
  - allow new fiscal agents to review the five (5) contract responsibilities they are certifying to DHS they will perform, and
  - allow existing fiscal agents to review their roles and responsibilities under the DHS contract for updates and changes.
- ☐ Follow instructions of chairperson about your role in this process (e.g., accompanying the chairperson to ask the fiscal agent to serve again, coordinating meetings between parties, etc.).
- ☐ Review the GaFCP training video *How to Submit Fiscal Agent Documents* (found in CLIX under the "CLIX Help Center" icon.)
- ☐ Brief and advise the chairperson, Collaborative partners, and fiscal agent, on the GaFCP fiscal agent documents submission process and the signatories required to complete the process.
- ☐ Sign *Georgia Family Connection Collaborative Requirements* and *Fiscal Agent Designation and Acceptance Agreement* when received. The coordinator is the last signatory to receive the documents, so the coordinator should follow up with other signatories if documents have not been received for eSignature via DocuSign.
- ☐ Ensure completion of all required documents, and upload them into CLIX.
- ☐ Retain copies of all signed documents for the Collaborative.
- ☐ Seek technical assistance (TA), respond to opportunities to provide feedback, and participate in trainings.

Collaborative partners:

- ☐ Following bylaws, Collaborative partners may be included in the decision-making process, OR they should at least be informed of the governing body's and fiscal agent's decision.
- ☐ If a new fiscal agent is needed, use the Collaborative partners' influence to identify prospects for serving in this role.



## Georgia Family Connection Collaborative Reporting Guidelines

### Fiscal agent:

- ☐ Ask the coordinator for a copy of the *Fiscal Agent Roles and Responsibilities* document to:
  - review the five (5) contract responsibilities you are certifying to DHS you will perform, and
  - ensure you are familiar with any updates and changes in these responsibilities under the DHS contract.
- ☐ Request a briefing from the coordinator on the GaFCP fiscal agent documents submission process and the signatories required to complete the process.
- ☐ Sign Fiscal Agent Designation and Acceptance Agreement when received for eSignature via DocuSign.
- ☐ Complete all other required documents and give to coordinator for uploading into CLIX.
- ☐ Retain copies of all signed documents.

**Georgia Family Connection Collaborative Reporting Guidelines****Quarterly Reporting**

Quarterly reporting provides the Collaborative a mechanism to get the fiscal agent paid in a timely manner and an opportunity to meet the fiscal agent to reconcile expenses. The process uncovers any discrepancies in accounting or issues with protocols and highlights any budgetary issues. It is also important for documenting strategy implementation for accountability purposes.

Quarterly Reports include: Expenditure Report, Subcontractor Report (if required), Narrative Report, and Medicaid Outreach Activities and Health-Related Programs/Activities Report. GaFCP processes and submits the reports to DHS to report on the deliverables of the annual plan and initiates reimbursement for the fiscal agent. GaFCP ensures that the expenditure report matches the approved budget.

**Submitting the Quarterly Report**

Quarterly reports are completed in CLIX by coordinators and are signed electronically via DocuSign by the fiscal agent quarterly report signatory, Collaborative chairperson, and coordinator (Quarterly Narrative Report only). Signed reports are due to GaFCP by the deadline.

**GaFCP Contact**

Rachel McCoy - rachel@gafcp.org or 404-420-5898

**Roles for Reporting**

Collaborative chairperson as representative of governing body:

- ☐ Meet with coordinator monthly or at least quarterly for progress reports on strategy implementation and to track expenditures.
- ☐ At quarter's end and following the Collaborative's bylaws, present financial report to full governing body for discussion, approval, and recording in meeting minutes.
- ☐ Review and sign the quarterly reports using DocuSign.

Collaborative coordinator:

- ☐ Create and maintain a system to track expenditures and strategy implementation progress, and report to the governing body monthly or at least quarterly.
- ☐ The narrative report must accurately describe the work accomplished, both planned and unplanned. Each activity in the annual plan should be reported on in at least one of the four quarterly reports for the fiscal year.
- ☐ At quarter's end, provide a summary of expenditures using the Collaborative's own records to reconcile with chairperson and fiscal agent.
- ☐ Once approved by governing body, enter all required information in CLIX.
- ☐ Sign the Quarterly Narrative Report when received. The coordinator is the last signatory to receive the document, so the coordinator should follow up with other signatories if documents have not been received for eSignature via DocuSign.
- ☐ Seek TA, respond to opportunities to provide feedback, and participate in trainings.

Collaborative partners:

- ☐ If bylaws call for Collaborative partners' approval of financial reports, then follow this process as outlined.
- ☐ Even if not called for in the bylaws, it's a good practice and demonstrates transparency to give the Collaborative partners a copy of the quarterly report.

### **Georgia Family Connection Collaborative Reporting Guidelines**

#### **Fiscal agent:**

- ☐ Ensure that the coordinator and governing body understand your policies and procedures regarding financial, employment and contracting practices.
- ☐ Review and maintain the Collaborative contract, including the approved budget.
- ☐ Ensure that expenditures are in compliance with the approved budget and follow your policies and procedures, immediately informing the Collaborative of any issues.
- ☐ Reconcile your financial records with the coordinator's records.
- ☐ Review and sign the completed quarterly report using DocuSign, keeping a copy for your own records.

**Georgia Family Connection Collaborative Reporting Guidelines****Budget Revision**

A budget revision is an amendment to the DHS contract. This process ensures that the Collaborative can make adjustments when unexpected things happen (e.g., vacancy in coordinator position, benefits increase in cost, or travel is not used) prior to spending contract funds. GaFCP uses the budget revision process to amend contracts with DHS to ensure that the Collaborative has access to its full allocation while staying in compliance with its approved budget.

There are three circumstances under which the DHS Contract with the fiscal agent can be amended:

1. when the General Assembly increases or decreases the total amount of the state appropriation for a Collaborative after the DHS Contract was entered into and signed by all parties;
2. when moving money from one budget expense type to another expense type; and
3. when there is any change in the per diem, fees, and contracts line related to contracts—even when no funds are being moved.

In all three circumstances—whether addressing a change in the amount of the state allocation, moving money or making a change in contracts—prior approval from GaFCP is required before the Collaborative can spend the money.

Not all changes require a budget revision. The contract allows a 20 percent variance by expense type. This means you can over-spend or under-spend any expense type up to 20 percent without revising the budget, but you are not allowed to over-expend the total contract amount.

**Submitting a Budget Revision**

Revisions are accepted in CLIX beginning with the second quarter but must be entered into CLIX by the coordinator and signed via DocuSign by the deadlines. Only under extraordinary circumstances would a Collaborative need to make revisions during the first quarter—contact the GaFCP director of public compliance for approval and assistance.

**GaFCP Contact**

Linda Lunsford, director of public compliance – [lunsford@gafcp.org](mailto:lunsford@gafcp.org) or 404-739-0057

**Roles for Reporting**

Collaborative chairperson as representative of governing body:

- ☐ Review with the coordinator, governing body, and fiscal agent the financials of the Collaborative to determine if a budget revision may be needed, ensuring they are allowable, reasonable and in keeping with all policies and procedures.
- ☐ If a revision is necessary and approved, record the date of the vote in the minutes of the meeting, as required for inclusion with the request when coordinator enters into CLIX.
- ☐ Review and sign budget revision request via DocuSign.

Collaborative coordinator:

- ☐ Track expenditures and report to governing body monthly or at least quarterly.
- ☐ When expenditures are not tracking with the approved budget (it appears likely that they will go over or not be utilized), or when there is any change in a contract in the per diem, fees, and contracts expense type (even when no funds are being moved), bring this to the attention of the chairperson for discussion with the governing body and fiscal agent.
- ☐ Contact GaFCP director of public compliance for assistance, if needed.
- ☐ Submit a budget revision in CLIX when needed, and follow up with fiscal agent signatory and Collaborative chairperson to make sure the document is signed.
- ☐ If a budget revision is submitted to GaFCP and approved, notify the governing body and update Collaborative records and budget to reflect the updated amounts.
- ☐ Seek TA, respond to opportunities to provide feedback, and participate in trainings.

### **Georgia Family Connection Collaborative Reporting Guidelines**

#### **Collaborative partners:**

- ☐ If bylaws call for Collaborative partners' approval of financial matters, then follow bylaws as outlined.
- ☐ Even if not called for in the bylaws, it's a good practice and demonstrates transparency, to give the Collaborative partners a copy of the new approved budget.

#### **Fiscal agent:**

- ☐ Alert the coordinator and chairperson of any issues related to the budget (potential overages, under-utilization of a budget category, etc.).
- ☐ Participate in any discussions initiated by the coordinator and chairperson regarding a potential budget revision, ensuring that any proposal is in compliance with your policies and procedures.
- ☐ Review and sign an approved budget revision request via DocuSign, making a copy for your records.
- ☐ Update your budget categories to match the new approved amounts if a budget revision is necessary and approved by GaFCP.

## Georgia Family Connection Collaborative Reporting Guidelines

### Annual Planning

Collaborative annual planning consists of the process of developing the annual plan, an annual data review, and when needed, a community assessment. The annual plan and budget proposal become part of the Collaborative's contract with DHS and represents what the General Assembly is "purchasing" with taxpayer dollars. It is an accountability and communication tool used at the state level to advocate for county needs and promote Collaborative work. Themes are identified from the plans that help identify TA and training needs, county cohorts, and emerging trends.

The annual planning process:

- supports data-informed decision-making and is responsive to the changing needs of the community;
- engages and empowers stakeholders in the work;
- provides accountability for a disciplined approach to collaboration;
- supports a strategic approach to planning, implementation, and accountability;
- identifies gaps and reduces duplication of services in the community with a focus on systems change and reducing disparities; and
- identifies how the Collaborative intends to spend the Family Connection state allocation in support of the Collaborative and its plan.

Collaboratives should engage in an ongoing review of data which includes review of relevant and varied data by the governing body, the Collaborative partners, or a committee designated for that purpose. It is required that Collaboratives complete a GaFCP-facilitated or -supported annual data review. The annual data review process incorporates information already available to the Collaborative and custom data tools created by GaFCP for each county. While not required or necessary every year, a more comprehensive community assessment should be conducted based on current data and periodically every few years, as needed or recommended by GaFCP.

The Collaborative coordinator and the governing body chairperson and or involved Collaborative partner(s) are required to participate in the annual plan and implementation review before the plan can be submitted.

### Submitting the Annual Plan

The annual plan is entered into CLIX by the coordinator and must be submitted by the deadline.

### GaFCP Contact

Regional manager and regional evaluation consultant

### Roles for Reporting

Collaborative chairperson as representative of governing body:

- ☐ Familiarize yourself with the planning and implementation cycle, and establish a plan with the coordinator for implementing the current plan while being strategic and mindful of continuous quality improvement.
- ☐ Keep the Collaborative focused on data-informed decision-making in both the planning process and accountability for plan implementation.
- ☐ Give the coordinator clear instructions on what you and others in the Collaborative need to move the work forward.
- ☐ Set enough time aside in meetings to think strategically about the work, establishing committees as needed.
- ☐ Reach out to additional stakeholders for input and feedback.
- ☐ Participate or designate a participant in the annual plan and implementation review.
- ☐ Ensure that the plan is approved by the governing body and the approval is recorded in meeting minutes.

## Georgia Family Connection Collaborative Reporting Guidelines

### Collaborative coordinator:

- ☐ Recognize that planning, implementation, and accountability occur simultaneously.
- ☐ Familiarize yourself with the planning and implementation process, and establish a plan with the chairperson for implementing the current plan while being strategic and mindful of continuous quality improvement.
- ☐ Download from CLIX and make copies of planning guidelines, all new KIDS COUNT data tools and products for the governing body and their designated committee(s) as soon as they are released.
- ☐ Ensure that the governing body and its designated committee(s) are aware of additional KIDS COUNT tools available at [gafcp.org](http://gafcp.org).
- ☐ Keep detailed records of planning and implementation, meeting minutes and attendance, cash leveraged, in-kind support, results, reports, etc.
- ☐ Provide support to the chairperson, governing body, Collaborative partners, and committees in both data review, planning, and implementation.
- ☐ Take advantage of trainings, research best practices, talk with peers who are engaged in the same kind of work, etc., and share learnings with the governing body.
- ☐ Seek and/or receive TA from GaFCP to support planning, implementation, and accountability, when needed or requested by governing body or Collaborative.
- ☐ Request GaFCP facilitation or support for an annual data review.
- ☐ Represent the Collaborative during the annual plan and implementation review.

### Collaborative partners:

- ☐ Participate in planning meetings, retreats, and committees, bringing pertinent data, along with your experiences and expertise.
- ☐ Help build consensus among partners.
- ☐ Add your resources to the service delivery mix, and hold yourself and others accountable to implement the plan.

### Fiscal agent:

- ☐ Participate in planning retreats and committees, bringing pertinent data, along with your experiences and expertise, particularly as it relates to financial matters.
- ☐ In addition to your fiscal role, add other resources you may have to the mix of service delivery, holding yourself and others accountable to implement the plan.

## Georgia Family Connection Collaborative Reporting Guidelines

### Collaborative Functionality and Accountability

#### Collaborative Review

The Collaborative review is an annual assessment of compliance with the *Georgia Family Connection Collaborative Requirements*. The review is part of GaFCP's efforts to ensure that Collaboratives are robust and have strong plans and strategies that are implemented, resulting in measurable improvements for children and families. The regional manager facilitates the review, and findings are discussed with the governing body and coordinator.

#### Self-Assessment and Collaborative Vitality Survey

The self-assessment and Collaborative vitality survey are two GaFCP processes that assess Collaborative functionality and accountability. The processes allow GaFCP to aggregate and analyze data in large-scale studies used to inform local, regional, state, and national stakeholders (e.g., Collaboratives, partners, funders, potential funders, legislators, and other researchers). GaFCP also uses findings to inform TA and training for Collaboratives and provides county-level findings to Collaboratives to hold themselves accountable.

#### Self-Assessment

The self-assessment assesses the extent to which the annual plan was implemented and helps Collaborative partners hold themselves accountable for doing what they said they were going to do. It identifies Collaborative partners and levels of participation over time to include missing or low-participation partners. It also summarizes the resources leveraged and deployed toward strategy implementation and informs sustainability efforts. The process highlights areas for improvement and areas of strengths for the Collaborative.

#### Submitting the Self-Assessment

The self-assessment is completed by the coordinator in CLIX after receiving input from the Collaborative. It must be completed by the deadline.

#### Collaborative Vitality Survey

The Collaborative vitality survey measures Collaborative member perceptions of Collaborative community, productivity, synergy, communication, accountability, and participation. The process is designed to empower Collaborative partners by providing feedback on how things are going. It highlights areas for improvement and areas of strengths, and it tracks Collaborative functionality over time.

#### Completing the Collaborative Vitality Survey

The Collaborative vitality survey is completed electronically by governing body members and Collaborative partners via Survey Monkey and requires that at least 10 surveys be completed by the deadline.

#### GaFCP Contact

Regional evaluation consultant and regional manager

#### Roles for Reporting

Collaborative chairperson as representative of governing body:

- ☐ Participate with the governing body and coordinator in the collaborative review to ensure that all requirements of the *Georgia Family Connection Collaborative Requirements* are met.
- ☐ Familiarize yourself with the components of the self-assessment and work with the coordinator and others when developing the annual plan to develop a plan for capturing the data needed.
- ☐ Give the coordinator clear instructions on what you and others in the Collaborative need to collect and report the data.
- ☐ Engage as many governing body members and Collaborative partners as possible in contributing to the completion of the self-assessment and Collaborative vitality survey.



### Georgia Family Connection Collaborative Reporting Guidelines

- ☐ Make time in meetings to focus on data and use reports such as the *Locally Selected Indicators Report*, the *County Collaborative Vitality Survey Findings*, the *County Partner Engagement Matrix*, and the *Strategy Implementation Report(s)*, to inform decision-making.

#### Collaborative coordinator:

- ☐ Participate with the governing body and chairperson in the Collaborative review to ensure that all requirements of the *Georgia Family Connection Collaborative Requirements* are met.
- ☐ Familiarize yourself with the components of the self-assessment and work with the chairperson and others when developing the annual plan to develop a plan for capturing the data needed.
- ☐ Follow the plan in collecting and reporting the data in the Quarterly Narrative Report and more often, if needed.
- ☐ Facilitate the self-assessment process, including the chairperson, governing body, and other Collaborative partners, when appropriate.
- ☐ Share the *County Partner Engagement Matrix* and the *Strategy Implementation Report(s)*, with the chairperson for discussion with the governing body, committees, and Collaborative partners.
- ☐ Share the Survey Monkey link to the Collaborative vitality survey with as many governing body members and Collaborative partners as possible, offering multiple opportunities to reach the widest audience possible.
- ☐ Share the *County Collaborative Vitality Survey Findings* with the chairperson for discussion with governing body, committees, and Collaborative partners.
- ☐ Support the chairperson, governing body, and Collaborative partners in making the necessary changes for continuous quality improvement.
- ☐ Seek TA, respond to opportunities to provide feedback, and participate in trainings.

#### Collaborative partners:

- ☐ Collect data as appropriate, and share with Collaborative as outlined in plan.
- ☐ Become a data consumer—ensure that data and feedback reports are discussed at Collaborative meetings.

#### Fiscal agent:

- ☐ Collect data as appropriate, and share with Collaborative as outlined in plan.
- ☐ Become a data consumer—ensure that data and feedback reports are discussed at Collaborative meetings.