

# Project Management

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## **Introduction**

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### **Introduction**

Deliver successful projects with streamlined collaboration, automated reminders, instant reporting, task assignment, time and budget tracking, and more.

- Work with Anyone, Anywhere, Anytime
- Customize Your Project Management Solution
- Automate Workflows and Drive Accountability
- Monitor Progress with Interactive Reports
- Stay Connected, Informed, and Productive

#### Getting started

 **Secure** | <https://rci.quickbase.com>

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Open a web browser and go to <https://rci.quickbase.com>

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# QuickBase Basics

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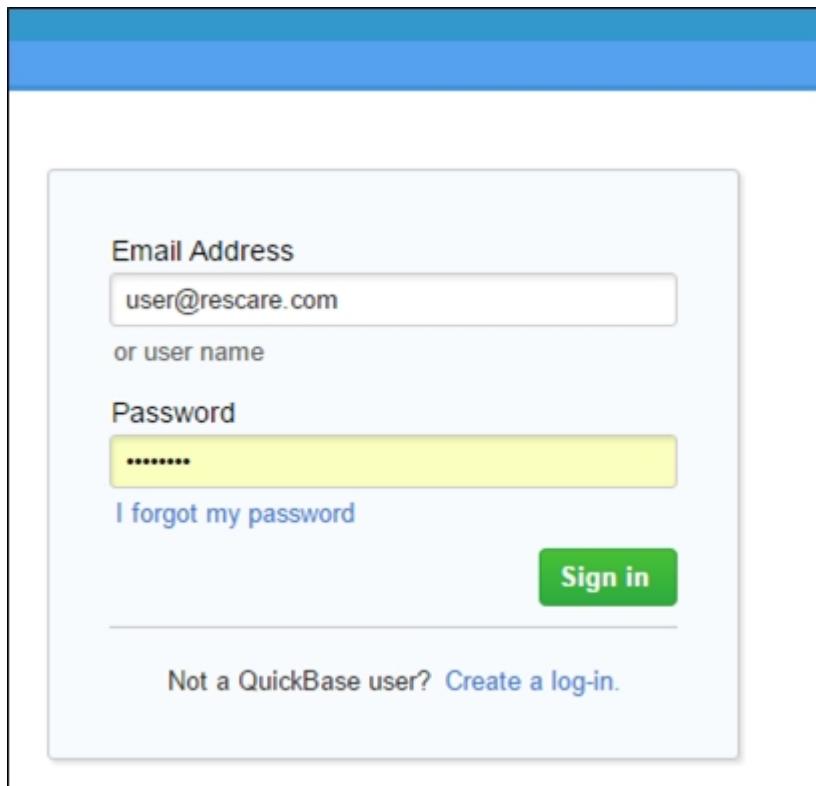
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## Sign In

**Sign In** <https://rci.quickbase.com>

After having created your credential for your ResCareWORCS account, you will get this sign-in screen to access the system. Type your email address and password and click the "Sign in" button.

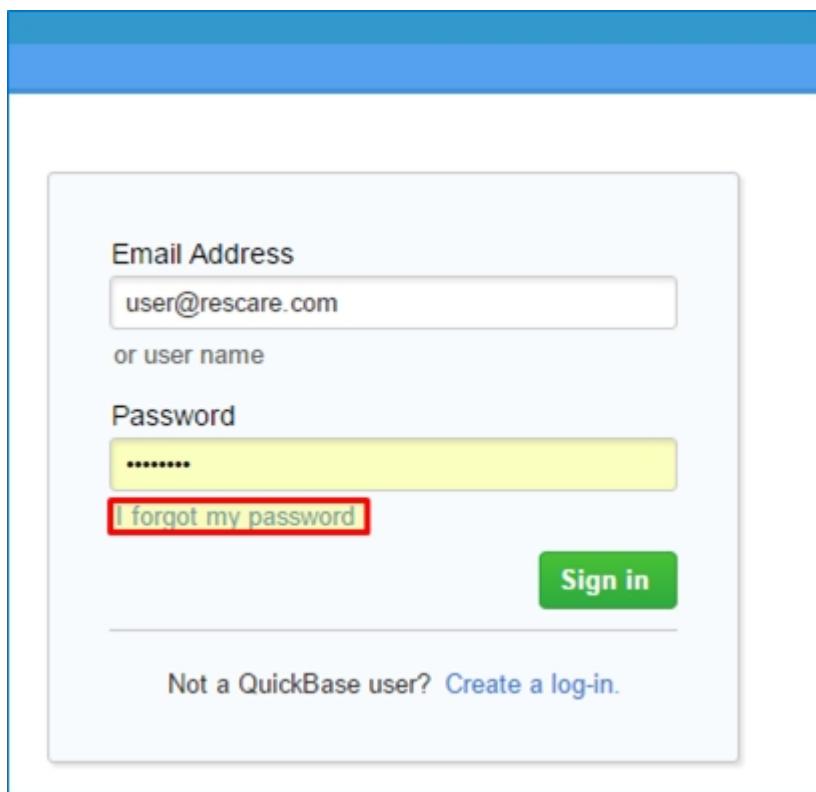


Provide credentials and sign in. QuickBase is an invitation only database. You will be asked to provide an email address initially and an invitation will be emailed to you where you will set up your account. If you forgot your password, click “[I forgot my password](#)” and you will be led through a QuickBase retrieval process. ResCare IT or Enabling Tech cannot retrieve your password. This is a process that QuickBase handles internally.

## Forgot Your Password?

### Forgot Your Password?

If you forgot your password when signing in, click the “Forgot your password for rci.quickbase.com?” hyperlink. A link will be sent to your email that will prompt you to create a new password. Then sign in with your email address and new password.



## My QuickBase

### My QuickBase

On your My QuickBase page, you will see one icon for access into the database. Click on the production icon ‘ResCareWORCS <<Name>>’ to access the live system.

The screenshot shows a navigation bar with tabs: 'My Apps', 'ResCareWO...', 'Account Ma...', and 'ResCare...'. Below the bar, 'QuickBase' is listed followed by a breadcrumb trail: 'My Apps in ResCare'. A search bar contains 'Search my apps...' with a magnifying glass icon, and a link to 'Adv. Search'. A section titled 'My Apps' lists three items: 'Project Management' (with a blue cube icon), 'ResCareWORCS - WIOA' (with a blue cube icon), and 'ResCareWORCS - Disbursements' (with a blue cube icon). The 'Project Management' item has a red vertical bar to its left.

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## Navigation Bar

The screenshot shows a horizontal navigation bar with several buttons: 'My Apps' (selected), 'Project Management', 'New App', '+ New', 'Favorites', 'Search', 'Help', 'Alerts', and 'ResCare User'. Below the bar, there are four large, rounded rectangular buttons: '+ New' (blue background, white text), 'Favorites' (dark blue background, white text), 'Search' (dark blue background, white text), and 'Help' (dark blue background, white text). At the bottom, there is a user profile icon and the text 'ResCare User'.

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## Home Page

Home Page - You can return to the Home Page at anytime by clicking on the "Home" icon. The look of the Home Page may vary slightly depending upon the role of the user.

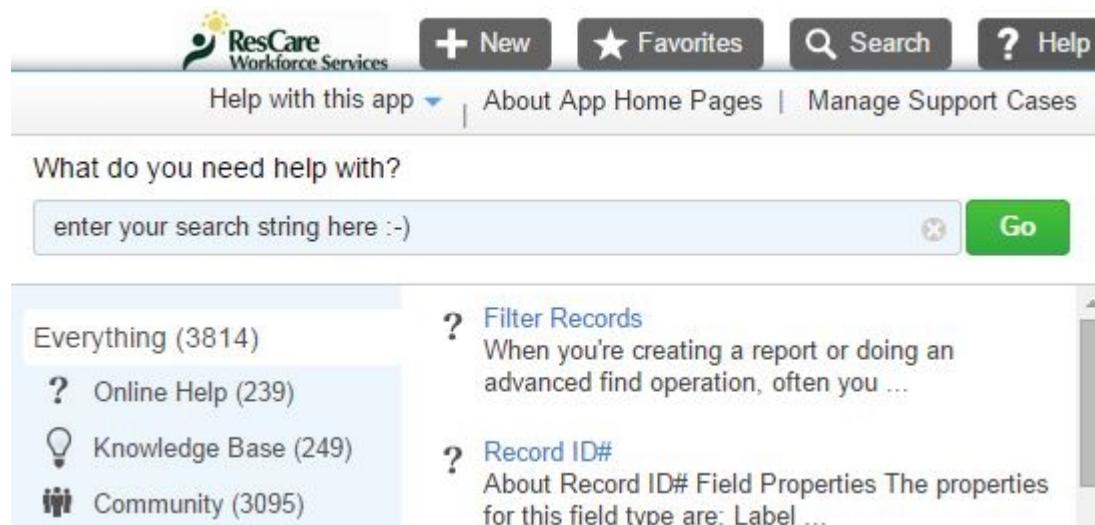
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## Search

To find a particular record, select *Search*, which is located in the top menu bar. Enter your search criteria and then select the "Search" button.

## Help

To access the built-in Help menu(s), select the Help button located toward the upper right of the page. Once selected, select the submenu 'Help with this app'.

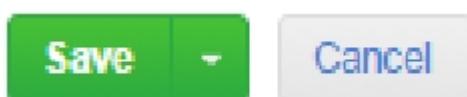


## Support & Access

[Report a Problem](#) | [Request a Change](#) | [Request New User Access](#)

## Save

After making any changes to any part of the Project Management Application, you must Save your work. If you choose not to save you can cancel.



The system will remind you to save if you forgot.

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## Required Fields

Required Fields are identified by a Red Asterisk \*

## Applicable? \*

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# Project Management

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## Project Management Homepage

The screenshot shows the Project Management homepage with a blue header bar. The top left has 'My Apps' and 'Project Management'. The top right has a 'New App' button. Below the header, the page title is 'Project Management Home Page'. On the left, there's a 'Navigation Quick Links' section with links to 'Career Pathways Explorer', 'Contract Review', 'External BIC Reviews', 'External Monitoring', 'Managing Real Time Performance', 'Performance Management App', 'RAYS', 'Resource Guides', 'Start Ups', 'Systems', and 'Talent Market'. Below that is a 'Take Action' section with buttons for 'Report a Problem', 'Request a Change', and 'Request New User Access'. To the right, there's a 'Management Reports' section with links to 'QuickBase Pipeline', 'Projects', 'My Project(s)', and 'Weekly Scorecard Compliance'. Further down is a 'Recorded WebEx Sessions' section with links to 'Career Pathways Explorer', 'External Monitoring', 'Key Operating Metrics', and 'Performance Incentive Portal'. At the bottom left is a 'Resources' section with a 'New link' button.

The Project Management Homepage is setup in 5 different sections. The sections are: Navigation Quick Links, Take Action, Management Reports, Recorded WebEx Sessions, and Resources.

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## Quick Links

This screenshot shows the 'Navigation Quick Links' section of the Project Management homepage. It contains a list of links: 'Career Pathways Explorer', 'Contract Review', 'External BIC Reviews', 'External Monitoring', 'Managing Real Time Performance', 'Performance Management App', 'RAYS', 'Resource Guides', 'Start Ups', 'Systems', and 'Talent Market'.

- [Career Pathways Explorer](#) - Assessments Completed & Deployments by Month
- [Contract Review](#) – Avg. Days Pending Approval & Avg. Days Pending Performance Confirmation
- [External BIC Reviews](#) - Completed BICS by Quarter
- [External Monitoring](#) - Place to upload External Monitoring
- [Managing Real Time Performance](#) - Enrollments & Exits, Placements &

## Retention

- Performance Mgmt. App - RAYS Surveys Month, ResCare Academy Use, Completed Resumes
- RAYS - RAYS Status is based upon RAYS % Positive Previous Month
- Resource Guides - Delivery Models, Policies, Procedures, forms, QA Plans, etc.
- Start Ups – A link to Startups not yet considered a Project
- Systems – Links to Resume Pro Data, QuickBase data, and Community Service Challenge
- Talent Market –Links to ResCare Talent Market Data

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## Support & Access

### Support & Access

[Report a Problem](#) | [Request a Change](#) | [Request New User Access](#)

- Report a Problem – If you are having issues with QuickBase you can ask for help here
- Request a Change - If you have a suggestion or need a change to the application
- Request New User Access – If you need new users added click here

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## Management Reports

### Management Reports

[QuickBase Pipeline](#) | [Projects](#) | [My Project\(s\)](#) | [Weekly Scorecard Compliance](#)

- QuickBase Pipeline – Status of changes, issues, and development
- Projects - Active Performance Projects
- My Project(s) – Your Projects
- Weekly Scorecard Compliance – Scorecard Status of HR openings, HR issues, Customer contacts and Quality Metrics

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## Recorded WebEx Sessions

### Recorded WebEx Sessions

[Career Pathways Explorer](#) | [External Monitoring](#) | [Key Operating Metrics](#) | [Performance Incentive Portal](#)

- Career Pathways Explorer – WebEx Sessions
- External Monitoring - WebEx Sessions
- Key Operating Metrics - WebEx Sessions
- Performance Incentive Portal - WebEx Sessions

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## Resources

### Resources

New link

Documents will be placed here as they become available

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## Project Profile

### Project Profile

Project profile gives a quick overview of Project contacts and links to other key areas of the Project

Project Director (User)	Project Director (Contact)	Project Director Email (Contact)	Project Director Phone	Project Director Cell Phone
Farrah Hammond	Farrah Hammond	farrah.hammond@rescare.com	(501) 907-1930	
Project Accountant (User)	Project Accountant (Contact)	Project Accountant Email	Project Accountant Phone	
Julian Hendricks	Julian Hendricks	jvhendricks@rescare.com	(316) 214-1504	
Parent - RD	RD User	RD Formula		
Rochelle Brown		Rochelle Brown		
Business Manager	Team Member(s)	Parent - VP	VP User	VP Formula
brian mccaffrey		Brad Williams		Brad Williams

- Project Name – Your Project Name
- Project Director (User/Contact) – The Project Director of the Project
- Project Director Phone – Project Director Phone Number
- Project Accountant (User/Contact) - Project Accountant
- Project Accountant Phone - Project Accountant contact number
- Parent RD – The assigned Regional Director
- Business Manager – The Business Manager

\* *Formula Fields are there for reporting purposes*

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## ResCare Talent Market

This section will track the usage of ResCare tools

TM Contact(s)		Explorer Contact(s)		Explorer Notes	
Farrah Hammond		Farrah Hammond			
Full Report	Email	More	1 Project	Explorer Training Date	Explorer Go Live Date
TM Assessment Completion Date	TM Leadership Training Completion Date	TM Line Staff Training Completion Date	TM Go Live Date	TM Earliest Signup Date	TM URL
<b>UPDATE</b>		04-08-2016 04-08-2016 Ironestop		<a href="https://ironestop.traityfy.me/">https://ironestop.traityfy.me/</a>	
TOT				14	69 83
				Explorer Admins Registered	Explorer Candidates Registered
				14	69 83

*ResCare Talent Market* is an interactive employment tool that makes finding a job easier than ever before for your customers. By simply registering and uploading their work experience and skill sets, they can immediately begin receiving the most current local employment opportunities that are refreshed every night.

*Woofound* is a scientifically backed visual personality assessment designed to be completed in less than two minutes. This will help assess customer traits, personality, and ethics to explore career opportunities that match their lifestyle.

## Contract Parents

This section will identify funding streams within the project, when the contract starts/end, projected revenue, and the budget for the funding stream.

[Contract Parents](#)

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4 Contract Parents										
Contract Parent ID	Contract Parent Description (Short)	Parent	PD Description			Parent (lookup)	Earliest Contract Start Date	Maximum Resulting End Date Contract	Forecast - Revenue	Budget - Revenue
30333	AR LITTLE ROCK PROMISE GRANT	08827	PD: RWS AR LITTLE ROCK -LITTLE ROCK ONE STOP			15	10-01-2014	09-30-2016	\$9,915.32	\$11,152.59
30324	AR LITTLE ROCK YOUTHBUILD	08827	PD: RWS AR LITTLE ROCK -LITTLE ROCK ONE STOP			15	08-11-2014	08-11-2017	\$1,614.84	\$8,891.97
30236	AR LITTLE ROCK ACEF	08827	PD: RWS AR LITTLE ROCK -LITTLE ROCK ONE STOP			15				\$0.00
30041	AR LITTLE ROCK WORKFRCE	08827	PD: RWS AR LITTLE ROCK -LITTLE ROCK ONE STOP			15	07-01-2014	06-30-2017	\$80,382.28	\$49,027.27
TOT									\$71,912.44	\$69,071.83

## Locations

### Locations

This section will identify physical locations of where staff will be present on the Project

[Locations](#)

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5 Locations															
# Location ID	Location Name	Active	Line1	Line2	City	State	Postal Code	Voice	Time Zone	# of Employees	# of Active Employees	# of Exempt Employees	Date Sent for Publishing	include_traity_flag	
35053	RWS AR LITTLE ROCK PROMISE GRANT	✓	5401 S UNIVERSITY AVE		LITTLE ROCK	AR	72209-1701	CST	0	2	0	0	04-08-2016	0	
35480	RWS AR LITTLE ROCK YOUTHBUILD	✓	5401 S UNIVERSITY AVE		LITTLE ROCK	AR	72209-1701	CST	3	2	1	0	04-08-2016	0	
35278	RWS AR LITTLE ROCK ACEF	✓	5401 South University		Little Rock	AR	72209-1701	EST	0	0	0	0	04-08-2016	0	
11899	RWS-US VIRTUAL TULSA-OK ADMIN	✓	14002 East 21st Street Suite 1030		Tulsa	OK	74134-1412	(918) 706-1200	EST	1	1	1	0	04-08-2016	0
11686	RWS AR LITTLE ROCK WORKFRCE	✓	5401 South University Avenue		Little Rock	AR	72209-1701	(501) 907-1930	CST	13	9	4	04-08-2016	0	
TOT										23	14	6			

## WORCS SOW

### WORCS SOW

This section will show Identify needs of the contract to implement ResCare WORCS on the Project.

[WORCS SOW](#)

---

Scorecard - QA testing	false
<hr/>	
Date Created	Completion %
<hr/>	
No records found	
<a href="#">Add Record</a>	

## Performance

### Performance

This section will show two additional buttons **Weekly Scorecard** and **Key Operating Metrics** and give one the ability to Print Scorecard



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### Weekly Scorecard

#### Weekly Scorecard

Weekly Scorecard provides vital information to ResCare Leadership regarding HR openings, Issues, Customer contacts, Quality, and Financial data. This information is required to be entered weekly by the project and should be completed Mondays by noon.

**Scorecard for AR LITTLE ROCK ONE STOP**

Regional Director: Rochelle Brown

for the week of 02/27/2017

**HR - Open Positions**

#	Open	Type	Description
1	Cost Reimbursement	Case Manager position open - 1 (New Promise Position Must be filled by April 2017)	

**Customer Contact**

PD/DR/VP	Customer	Narrative
PD Executive Director		Meeting with customer to discuss each program updates. Provided him with an update on the Promise, YouthBuild and WOA grants. Attended the Department of Workforce Center Partners Meeting. Next board meeting is 03/23/2017.

**HR - Significant Issues**

Type	Description
No Issues	No issues

**Quality**

Key Metric	CYTD Target	CYTD Actual
Promise Worksite Assignment	100	83
In progress - All Assigned Youth will have a Worksite Assignment by April 2017 (no pay for performance) - 83% complete. Improvement Plan: We are on track to meet this measure. This is due at the end of April 2017.		
Youth Enrollments	30	14
In progress - Youth Enrollments (pay for performance paid quarterly) - 2 of 74 needed for the quarter 53% achieved for the quarter. Note: Completed 19 (CYTD Actual) of 30 (CYTD Target) for the 1 <sup>st</sup> 40% achieved for the program year. Improvement Plan: Partners with YouthBuild, Adult Education and Alternative Schools to increase enrollment. Advertising in the newspaper, radio station and TV.		
Adult Enrollment	40	44
In progress - Adult Enrollments (pay for performance paid quarterly) - Attained goal. Not required by contract to work with other clients. Note: Completed 44 of 40 for the 1 <sup>st</sup> quarter 110% achieved for the quarter.		
Q1 Enrollments	20	12
In progress - Q1W1 Enrollments (pay for performance paid quarterly) - 2 of 5 needed for the quarter 40% achieved for the quarter. Note: Completed 12 (CYTD Actual) of 20 (CYTD Target) for the 1 <sup>st</sup> 40% achieved for the program year. Improvement Plan: Working with UI and Delinquent Worker Taskforce to increase enrollment. Our Q1W1 plan will be added to the UI packages.		
Youth 14 Key Elements	12	9
In progress - Youth 14 Key Elements (pay for performance paid quarterly) - 3 of 3 completed for the quarter 100% achieved for the quarter. Note: Completed 9 (CYTD Actual) of 12 (CYTD Target) for the 1 <sup>st</sup> 75% achieved for the program year.		

**Financial**

	Forecast	Budget	Variance
<b>REVENUE</b>			
Performance	\$4,625.83	\$3,202.50	\$1,423.33
Fixed Price	\$0.00	\$1,900.00	<b>-\$1,900.00</b>
Cost Reimb.	\$60,096.10	\$58,911.24	\$1,184.86
Total Rev.	\$64,721.93	\$54,013.74	\$708.19
<b>EXPENSES</b>			
Labor	\$50,587.35	\$50,769.58	<b>-\$182.23</b>
Controllable	\$2,233.99	\$2,473.31	<b>-\$249.32</b>
Non Control.	\$678.86	\$594.65	<b>+\$84.21</b>
Total Exp.	\$53,490.20	\$54,137.54	<b>-\$547.34</b>
Contribution	\$11,231.73	\$9,876.20	\$1,355.53
	17.4%	15.4%	1.9%
EBITDA	\$11,234.57	\$9,907.64	\$1,326.93
	17.4%	15.5%	1.9%

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## HR

**Human Resource openings** include all current openings for FTE & PTE positions. **HR issues** include any current issues with FMLA, Accidents, Staff discipline, or anything else that would be an issue concerning staff.

### HR

[HR](#)

[Add HR Opening](#)

[Add HR Issue](#)

[Full Report](#) | [Email](#) | [More](#) ▾ 1-4 of 148 Openings

Week	Openings	Type	Description	Copy
01-18-2017	2	Cost Reimbursement	Case Manager position open - 2	<a href="#">Copy</a>
01-09-2017	2	Cost Reimbursement	Case Manager position open - 2	<a href="#">Copy</a>
01-02-2017	3	Cost Reimbursement	Case Manager position open - 3	<a href="#">Copy</a>
12-26-2016	3	Cost Reimbursement	Case Manager position open - 3	<a href="#">Copy</a>

Results Page: [1](#) ▾ [1](#) [2](#) ... [36](#) [37](#) [>](#)

[Full Report](#) | [Email](#) | [More](#) ▾ 1-4 of 143 Hr issues

Week	Type	Description	Copy
01-16-2017	No Issues	No issues	<a href="#">Copy</a>
01-09-2017	No Issues	No issues	<a href="#">Copy</a>
01-02-2017	No Issues	No issues	<a href="#">Copy</a>
12-26-2016	No Issues	No issues	<a href="#">Copy</a>

Results Page: [1](#) ▾ [1](#) [2](#) ... [35](#) [36](#) [>](#)

HR Openings section provides a glimpse into how many openings are currently on the project on a week by week basis.

The screenshot shows a software application window titled "HR Openings". At the top, there are navigation icons for "Home", "Users", and "New Table". Below the title, there's a sub-navigation bar with "HR Openings" and "Add Opening". A "SETTINGS" gear icon is also present. The main form area has fields for "Project Name" (set to "AR LITTLE ROCK ONE STOP"), "Week" (date input field), "# of Openings" (input field), "Type" (dropdown menu), and "Description" (text area). The "Type" dropdown is open, showing options like DOL, EEOC, Investigations, No Issues, Other, and Workers Comp.

HR Issues identify any current issues on your project regarding complaints, accidents, FMLA, and staff corrective actions.

The screenshot shows a software application window titled "HR Issues". At the top, there are navigation icons for "Home", "Users", and "New Table". Below the title, there's a sub-navigation bar with "HR Issues" and "Add HR Issue". A "SETTINGS" gear icon is also present. The main form area has fields for "Project Name" (set to "AR LITTLE ROCK ONE STOP"), "Week" (date input field), "Type" (dropdown menu), and "Description" (text area). The "Type" dropdown is open, showing options like DOL, EEOC, Investigations, No Issues, Other, and Workers Comp. A sidebar on the left shows a navigation tree with "Admin" selected.

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## Customer Interactions

### Customer Interactions

#### Customer Interaction

The screenshot shows a table view of customer interactions. At the top, there's a button labeled "Add Interaction". Below the table header, there are links for "Full Report", "Email", and "More". The table has columns for Week, ResCare Contact, Customer, and Description. One row is visible, showing a meeting with a customer on 01-09-2017 between PD and ED, with a note about administrative costs exceeding 3%.

	Week	ResCare Contact	Customer	Description
01-09-2017	PD	ED		Meeting with customer to discuss each program updates. The customer that administrative cost will exceed 3%.

Any significant interactions with the Customer should be documented in the

Customer Interaction section. Changes to the contract, program updates, meetings, etc. should all be documented here.

The screenshot shows a software interface for managing customer interactions. At the top, there are navigation icons for Home, Users, and New Table. Below the header, the title "Customer Interactions" is displayed next to a person icon, with "Add Interaction" and "SETTINGS" options. The main form contains fields for "Project Name" (set to "AR LITTLE ROCK ONE STOP"), "Week" (set to "mm-dd-yyyy"), "ResCare Contact (PD, RD, VP, etc.)", "Customer", and "Description".

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## Quality

### Quality

This section should identify all contract measures and the current performance for each metric. Comments are generally needed for failing measures with plans of action to achieve the measure moving forward. The last 5 entries will be displayed; other weeks can be viewed by the menu at the bottom.

The screenshot shows a table titled "1-10 of 203 Quality Metrics" with columns for Week, Metric, and Description. The table lists four metrics for the week of 01-18-2017, all related to youth enrollment and key elements.

1-10 of 203 Quality Metrics			
	Week	Metric	Description
01-18-2017	Performance	Meeting- Youth 14 Key Elements – 6 of 12 completed (need one per month)	Meeting - DLW Enrollments - 9 of 20 enrolled (need to enroll 5 per quarter)
		Meeting - Adult Enrollments - 35 of 40 enrolled (need to enroll 10 per quarter)	Meeting - Youth Enrollments - 11 of 30 enrolled (need to enroll 7.5 per quarter)



## Quality Metrics

[SETTINGS](#)

Project Name

[AR LITTLE ROCK ONE STOP](#)

Week \*

mm-dd-yyyy



Metric \*

CYTD Target \*

CYTD Actual \*

[Brief Description](#)

Brief Description - 600 character limit\*

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## Financial

### Financials

This section shows current and forecasted financials for the previous week. These figures are uploaded and cannot be modified here.

#### [Financials](#)

TOTALS				
	Scenario Code	Number of Financials	ACCT_40380_REV_Services Performance Based	ACCT_40385_REV_Fixed Price
DETAILS	B	4	\$3,202.50	\$1,900.00
DETAILS	F	3	\$2,158.72	\$0.00
Totals (2 groups)		7	\$5,361.22	\$1,900.00

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## Key Operating Metrics

### Key Operating Metrics

Profile   Performance   Quality   Tools Utilization

Weekly Scorecard   Key Operating Metrics

Key Operating Metrics gives a snapshot of Project performance deliverables. This section also provides a portal to upload supporting documents for the performance deliverables. Ongoing reporting for these metrics will be on the weekly scorecard.

#### Key Operating Metrics

1 Project									
MRTP Status	Project Name	# of Enrollments (PM)	# of Exits (PM)	# of Placements (PM)	# of Retentions (PM)	# of Enrollments	# of Exits	# of Placements	# of Retentions
Rochelle Brown (1 Project)	AR LITTLE ROCK ONE STOP	0	0	0	0	0	0	0	0
	TOT	0	0	0	0	0	0	0	0

Once inventoried, metrics will change from 'Undefined' to 'Applicable' or 'Not Applicable'.

Enrollment	Continued Engagement	Placement	Exit	Retention
Applicable	Applicable	Applicable	Applicable	Applicable
Literacy	Credential	WPR		
Applicable	Applicable	Not Applicable		
WEX	WEX Slot Mgmt	Employer Services		
Not Applicable	Not Applicable	Not Applicable		

[Add Metric](#)

10 Metrics									
Add Extract	Metric Type	Input Method	Input Frequency	Data Source	WORCS App Exist?	Applicable?	Status	Last E	
	Add Extract	Enrollment	Extract	Weekly	Attachment	Yes	Configured		
	Add Extract	Continued Engagement	Direct	Daily	Custom Web Interface	Yes	Inventoried		

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#### Add Metric

Metrics   Add Metric   [REPORTS & CHARTS](#)

Project Name AR LITTLE ROCK ONE STOP	Participant ID Type State System Issued ID #	Participant ID Min Characters 5	Participant ID Max Characters 12	Project Director Farrah Hammond	Project Director Email <a href="mailto:farrah.hammond@rescare.com">farrah.hammond@rescare.com</a>
Metric Type *	Extract Template Link	Applicable? *	Status		
Make a Selection...	Yes	Inventory			
Notes					

**Metrics** **Add Metric** **SETTINGS**

---

Project Name AR LITTLE ROCK ONE STOP	Participant ID Type State System Issued ID #	Participant ID Min Characters 5	Participant ID Max Characters 12	Project Director Farrah Hammond	Project Director Email <a href="mailto:farrah.hammond@rescare.com">farrah.hammond@rescare.com</a>
Metric Type *	Extract Template Link	Applicable? *	Status		
<input type="button" value="Make a Selection..."/> <b>Make a Selection...</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enrollment</li> <li><input type="checkbox"/> Continued Engagement</li> <li><input type="checkbox"/> Placement</li> <li><input type="checkbox"/> Exit</li> <li><input type="checkbox"/> Retention</li> <li><input type="checkbox"/> Literacy/Skills Gains</li> <li><input type="checkbox"/> Credential</li> <li><input type="checkbox"/> WPR</li> <li><input type="checkbox"/> WEX</li> <li><input type="checkbox"/> WEX Slot Mgmt</li> <li><input type="checkbox"/> Employer Services</li> </ul> <p>&lt;Add a new metric types...&gt;</p>	Yes	Inventoried			

---

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## Deliverables

Contract Deliverables are the standards and goals in which the project must meet by the end of the program year. In order to track the control #, Funding, the type of deliverable, and the effective dates of the deliverable. In addition a description, penalty assessment, and risk level will need to be addressed.

[Weekly Scorecard](#) [Key Operating Metrics](#) [Deliverables](#)

[Add Deliverable](#)

---

56 Deliverables															
Record ID#	Record Owner	Benchmark Name	Funding	Target	Effective Date	Expiration Date	Type	Target Cumulative?	Target Frequency	Target Unit	Tied to Profit?	Target Pending Final Negotiation	Control #	benchmark_id	Date PTS Updated
11319 <a href="#">System User</a>	--> Attainment of Degree or Certificate - Denominator	Youth	05-01-2013	06-30-2016	Performance	Yes		Annually	#	No	<input type="checkbox"/>	<a href="#">319</a>		6828	
11318 <a href="#">System User</a>	--> Attainment of Degree or Certificate - Numerator	Youth	05-01-2013	06-30-2016	Performance	Yes		Annually	#	No	<input type="checkbox"/>	<a href="#">319</a>		6827	

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## Add Deliverable



Deliverables

SETTINGS

Add Deliverable

REPORTS &amp; CHARTS

Project Name

AR LITTLE ROCK ONE STOP

Contract Parent

[Report](#)

Control #

Funding \*

Status \*

 Active

Type \*

Effective Date \*

 mm-dd-yyyy 

Expiration Date \*

 mm-dd-yyyy 

### General

Description \*

Comments

Penalty

Risk Level \*

Performance

Benchmark Name*	① Target*	Target Unit*	① Target Frequency*	Tied to Profit?*	① Target Cumulative?*	① Achievement Context*
New Enrollment	166	#	Annually	Yes	Yes	At or above target

 Target Pending Final Negotiation

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## Quality

### Quality

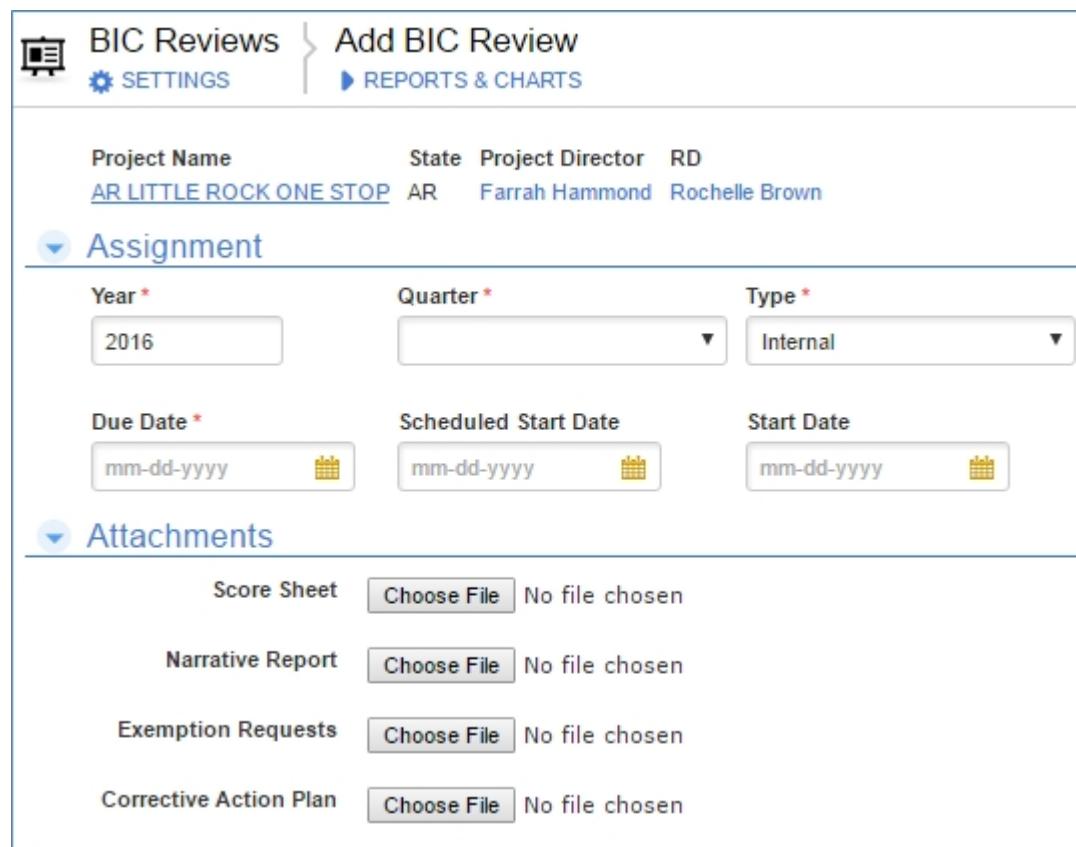
This section lists all BIC (Best In Class) reviews and a portal to upload any External Monitoring reviews from the customer, state, county, etc. that have been received.

Profile	Performance	Quality	Tools Utilization	08827
<h3>BIC External Reviews</h3>				
<a href="#">Full Report</a>   <a href="#">Email</a>   <a href="#">More</a> ▾ <b>2 BIC Reviews</b>				
Year	Reviewer(s)	Narrative Report		Score Sheet
2015	Debra niordan	External BIC Report LittleRock 2015.doc		Little Rock External BIC Assessment

## Best In Class

### BIC

Best in Class reviews are done by regional directors or members of the service delivery team. They are a complete review of the contract including programs, HR files, financials, and facilities.



The screenshot shows a web-based application for managing BIC reviews. At the top, there's a navigation bar with icons for 'BIC Reviews' (selected), 'SETTINGS', and 'REPORTS & CHARTS'. Below the navigation, the page title is 'Add BIC Review'. The main content area has two sections: 'Assignment' and 'Attachments'.  
**Assignment:** This section contains fields for 'Year' (2016), 'Quarter' (dropdown menu), 'Type' (Internal), 'Due Date' (mm-dd-yyyy calendar), 'Scheduled Start Date' (mm-dd-yyyy calendar), and 'Start Date' (mm-dd-yyyy calendar).  
**Attachments:** This section lists four file upload fields:

- Score Sheet: Choose File (No file chosen)
- Narrative Report: Choose File (No file chosen)
- Exemption Requests: Choose File (No file chosen)
- Corrective Action Plan: Choose File (No file chosen)

## External Monitoring

### External Monitoring

Quality Assurance Reviews from the customer, state, county, federal, etc. that have been received should be uploaded in this section. In addition to the upload, response status should also be documented. In order to add a monitoring, just click *Add Monitoring*.

External Monitorings

Add Monitoring

14 Monitorings					
Source	Notification Date	Report Received	Response Due Date	Response Drafted Date	Response Submitted Date
State	12-16-2016				
Customer	07-26-2016	AR_AR_LITTLE ROCK ONE STOP_Report Received_12-13-2016_1603.pdf			
Customer	06-03-2016	AR_AR_LITTLE ROCK ONE STOP_Report Received_10-30-2016_1580.pdf	12-01-2016	11-22-2016	11-30-2016
					12-07-2016

Click Add Monitoring -

Add Monitoring

**Source** -Refers to the entity that performed the review

**Select Program or Fiscal Review**

**Choose file-** Select the review to upload

Save ▾

Don't forget to

The screenshot shows the 'Add Monitoring' form. At the top, there are navigation links: 'Monitorings' (with a monitor icon), 'SETTINGS' (with a gear icon), and 'REPORTS & CHARTS'. Below these are two columns of input fields:

Project Name *	Project Director
AR LITTLE ROCK ONE STOP	Farrah Hammond

Below the project name, there is a 'Source' dropdown menu set to 'Customer'. To its right is a checked checkbox labeled 'Program'. Further down, there is a 'Notification Date \*' field with a date input and a calendar icon, and a 'Choose File' button with the message 'No file chosen'.

At the bottom of the form is a 'Notes' section with a large text area.

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Add External Monitoring

**Add/Report a Monitoring**

To add a new Monitoring record, select the "Report a Monitoring" button from the External Monitorings section of the Home Page. To save your information, select the "Save" button.

## External Monitorings

External Monitorings

Report a Monitoring

Initially, the required data elements are:

- Project Name
- Source
- Notification Date
- Notification

The screenshot shows a web-based application for adding a monitoring entry. At the top, there's a header with a monitor icon and the text 'Monitorings > Add Monitoring'. Below the header, the form fields are arranged as follows:

- Project Name \***: The input field contains the value 'ALLEGHENY MON VALLEY'.
- Source \***: The input field contains the value 'Customer'.
- Notification Date \***: The input field contains the date '02-02-2015' and includes a small calendar icon.
- Notification\***: A file upload button labeled 'Choose File'.

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### Notification

Specify the date in which the project was notified of the monitoring visit. Upload backup documentation using the "Choose File" button. Examples of documentation include:

- Notification Letter
- Email
- Meeting Minutes
- Internal Communication

<b>Notification Date *</b>	<b>Notification</b>
<input type="text" value="MM-DD-YYYY"/> 	<input type="button" value="Choose File"/>
<b>Save</b>  <b>Cancel</b>	

To save the record, select the "Save" button.

---

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## Report Received

Specify the date in which the project received a report of the results of the monitoring visit. Upload backup documentation using the "Choose File" button. You will additionally specify the amount of:

- Questioned Costs
- Disallowed Costs

<b>Report Received Date</b>	<b>Report Received*</b>	<b>Questioned Costs*</b>	<b>Disallowed Costs*</b>
<input type="text" value="02-03-2015"/> 	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>
<b>Save</b>  <b>Cancel</b>			

To save the record, select the "Save" button.

---

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## Response Due

Specify the date in which a response to the monitoring report is due. Upload backup documentation using the "Choose File" button.

<b>Response Due Date</b>	<b>Response Due</b>
<input type="text" value="MM-DD-YYYY"/> 	<input type="button" value="Choose File"/> No file chosen
<b>Save</b>  <b>Cancel</b>	

To save the record, select the "Save" button.

## Response Drafted (to be used by the Project Director or their designee)

Specify the date in which a draft response to the monitoring report was completed. Upload backup documentation using the "Choose File" button. A member of the leadership team will review and notify the Project Director if approved for submission or not.

Response Drafted Date	Response Drafted
<input type="text" value="MM-DD-YYYY"/> 	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Save"/>  <input type="button" value="Cancel"/>	

To save the record, select the "Save" button.

---

## Draft Approval (to be used by a member of the leadership team)

Access the drafted response by selecting the file name to the right of the Response Drafted Date.

Response Drafted Date	Response Drafted
01-30-2015	<a href="#">draft monitoring response.pdf</a>  

Once reviewed, select the "Approve" or "Deny" button as applicable. If denied, the Project Director will be notified so that a revised draft may be uploaded. Repeat as necessary.

 [Draft Approval](#)

<input type="button" value="Approve"/>	<input type="button" value="Deny"/>
--	-------------------------------------

## Response Submitted

Specify the date in which a response to the monitoring report was submitted to the Funding Source/Agency which conducted the monitoring. Upload backup documentation using the "Choose File" button.

Response Submitted Date	Response Submitted
<input type="text"/> MM-DD-YYYY 	<input type="button"/> Choose File <input type="text"/> No file chosen
<input style="background-color: #009933; color: white; padding: 5px 20px; border-radius: 5px; border: none; font-weight: bold; margin-right: 10px;" type="button" value="Save"/> <input style="border: 1px solid #ccc; padding: 5px 20px; border-radius: 5px; font-weight: bold;" type="button" value="Cancel"/>	

To save the record, select the "Save" button.

---

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## Response Accepted

Specify the date in which a response to the monitoring report was accepted to the Funding Source/Agency which conducted the monitoring. Upload backup documentation using the "Choose File" button.

Response Accepted Date	Response Accepted
<input type="text"/> MM-DD-YYYY 	<input type="button"/> Choose File <input type="text"/> No file chosen
<input style="background-color: #009933; color: white; padding: 5px 20px; border-radius: 5px; border: none; font-weight: bold; margin-right: 10px;" type="button" value="Save"/> <input style="border: 1px solid #ccc; padding: 5px 20px; border-radius: 5px; font-weight: bold;" type="button" value="Cancel"/>	

To save the record, select the "Save" button.

---

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## Metrics

### Metrics

The Metric record is used to store/display information specific to a specific monitoring instance.



### Metrics

---

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## Project Metrics Matrix

To view existing Metric records, select the "Project Metrics Matrix" button from the Key Operating Metrics section of the Home Page.

## Key Operating Metrics

Project Metrics Matrix

Data Elements

This will take you to a report where you may:

- 1) Filter by DOGM, Project Director, or Project Name

### FILTERS

 DOGM

 Project Director

 Project Name

ALLEGHENY MON VALLEY

- 2) Search/filter for a specific project's metric records

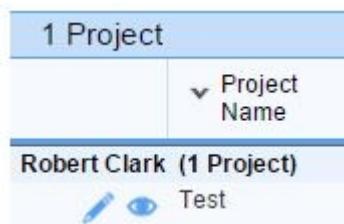
The screenshot shows a software interface titled 'Metrics Matrix'. At the top, there are tabs for 'Projects' (selected), 'SETTINGS', and 'REPORTS & CHARTS'. Below the tabs is a search bar with the placeholder 'Search these projects' and a magnifying glass icon. To the left of the search bar are icons for a play button and a file folder.

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Add/Inventory Metric

## Add/Inventory a Metric

To add a new Metric record, you must first select the View icon of a particular project record.



In the Key Operating Metrics section of the Project record, select the "Add Metric" button.



Initially, the required data elements are:

- Applicable?
- Metric Type

The rest of the data entry is dynamic.

- **Input Method:** There are two general types of collection, or input, methods: 1) Direct, and 2) Extract.
- **Input Frequency:** There are two frequencies of input: 1) Daily, or 2) Weekly. Be advised that if the Input Method is 'Direct', the input frequency defaults to Daily and may not be changed.
- **Data Source:** Data sources are dependent upon the input method.
  - Direct input methods may be either a custom web interface or a WORCS application.
  - Extract input methods may either be a .csv file uploaded as an attachment in this application or a .csv file uploaded to a secure FTP location, provided by ResCare.
- **WORCS App Exist?:** If WORCS is selected as the Data Source, specify whether a WORCS app currently exists or not.

The screenshot shows the 'Edit Metric #17' page in the Metrics application. The top navigation bar includes 'Metrics', 'SETTINGS' (with a gear icon), and 'REPORTS & CHARTS'. The main form has the following fields:

Project Name	Participant ID Type	Applicable?		
Test	State ID	Yes		
Metric Type	Input Method*	Input Frequency*	Data Source*	WORCS App Exist?*
Enrollment	Direct	Daily	WORCS	No

Below the form is a 'Notes' section with a text input field. At the bottom of the page is a footer note: 'Created with the Personal Edition of HelpNDoc: [Easily create PDF Help documents](#)'.

## Tools Utilization

### Tools Utilization

ResCare has proprietary tools it utilizes on all projects. Tools are implemented on an as need basis and your project may not use all tools. Each tool is displayed along with implementation dates, dates staff were trained, and related user data.

[Profile](#)[Performance](#)[Quality](#)[Tools Utilization](#)

- ▶ [Career Pathways Explorer](#)
- ▶ [RAYS](#)
- ▶ [ResCare/GED Academy](#)
- ▶ [ResumePro](#)
- ▶ [Talent Market](#)
- ▶ [Tool Reviews](#)

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## Career Pathways Explorer

### Career Pathways Explorer

*This will show how your Staff and Job Seekers are using this tool*

Our online personality assessment that helps job seekers match their personality traits to a career pathway through a short series images to which job seekers respond “me” or “not me.” Each image measures multiple personality traits, and multiple images allow for similar personality concepts to be retested and affirmed. Upon completion, the job seeker personality type is identified through scores, Top Two Personality Blend, traits, blend complements, and more.

#### ▼ Career Pathways Explorer

Full Report   Grid Edit   Email   More ▾ 1 Project													
	CPE Status	Parent	Reporting Parent	▼ Project Name	Active Employees	CPE Training Date	CPE Go Live Date	CPE Admins Registered	CPE Candidates Registered	CPE New Users (PM)	Assessments Completed	Assessments Completed (PM)	CPE Subdomain
Adrian Tait (1 Project)				07502	NC CHARLOTTE WORKS	19	02-14-2017	02-15-2017	0	32	2	17	1
TOT									0	32	2	17	1

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## RAYS

### RAYS

ResCare At Your Service (RAYS) is ResCare's Customer Service Standard in the world of workforce.

#### RAYS

Full Report   Grid Edit   Email   More ▾ 1 Project											RAYS Survey Details	
	RAYS Status	Parent	Reporting Parent	▼ Project Name	Active Employees	RAYS Surveys	RAYS % Positive	RAYS Surveys (PM)	RAYS % Positive (PM)	RAYS Surveys (CM)	RAYS % Positive (CM)	
Rochelle Brown (1 Project)				08827	AR LITTLE ROCK ONE STOP	22	7	45.2%				
TOT								7				
AVG									45.2%			

---

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## ResCare GED Academy

ResCare/GED Academy

Full Report	Grid Edit	Email	More ▾	1 Project							
	Parent	Reporting Parent	▼	Project Name	Active Employees	GED Academy Time Spent in Minutes	GED Academy Time Spent (PM) in Minutes	ResCare Academy Employees Registered	ResCare Academy Employees Registered (PM)		
Rochelle Brown (1 Project)				08827	AR LITTLE ROCK ONE STOP		22	204.15	33	0	
TOT							204.15	33	0		

ResCare Academy is a free online training platform available 24 hours that uses the following resources to help make job seekers more competitive in their search for employment:

- GED Preparation Curriculum
- 4,000+ Career Enhancement Courses
- Training for over 100 industries
- Courses that help upgrade math, English, reading and Writing skills
- Professionally-respected certificates for every course completed
- Nationally-recognized credentials for successful users

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## Resume Pro

ResumePro

A fast and easy online application that completes resumes and other documents to include the same key words employers filter for when combing through thousands of resumes online

Full Report	Grid Edit	Email	More ▾	1 Project									
	ResumePro Status	Parent	Reporting Parent	▼	Project Name	Active Employees	ResumePro Registrations (PM)	ResumePro Profiles Completed (PM)	ResumePro Resumes Completed (PM)	ResumePro Registrations	ResumePro Profiles Completed	ResumePro Resumes Completed	ResumePro Users
Rochelle Brown (1 Project)				08827	AR LITTLE ROCK ONE STOP		22	0	0	0	344	344	344
TOT							0	0	0	344	344	344	344

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## Talent Market

It's an interactive employment tool that makes finding a job easier than ever before. By simply registering and uploading work experience and skill sets, jobseekers can immediately begin receiving the most current local employment

opportunities that are refreshed every night.

The screenshot shows a user interface for a workforce solutions platform. At the top, there's a banner with five stars and the text "WORKFORCE SOLUTIONS RURAL CAPITAL AREA". Below the banner is a navigation bar with links: Home, People, Meetings, Questionnaires, Messages, Jobs, Reports, Circles, My Profile, and a dropdown menu labeled "People". A group of diverse professionals (a delivery driver, a nurse, a doctor, a teacher, a firefighter) is displayed above the navigation bar. Below the navigation bar are four buttons: "New Members this Week", "New Members this Month", "New Jobs this Week", and "New Jobs this Month".

**Rural Capital Area**

"Linking Employers and Job Seekers"

**Rural Capital Area Talent Market**

**12,310** Jobs  
+ 6,459 in the past week

**My Meetings**

3/9 – 3/13

9	10	11	12
---	----	----	----

**Announcements**

To see all available upcoming meetings, go to [Meeting Calendar](#).

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## Tools Review

Tools review is used for QA Purposes when tools are trained.

The form is for reviewing tools. It includes fields for Project Name (AR LITTLE ROCK ONE STOP), Project Director (Farrah Hammond), RD (Rochelle Brown), Tool Name (dropdown menu listing: Career Pathways Explorer, Computer Essentials, GED Academy, Money Skills, QB/WORCS, ResCare Academy, ResCare University (Talent Systems), Resume Pro, System Review (VPN vs Intranet), Talent Market), Review Date (calendar icon), and Delivered By (dropdown menu). There is also a "Back to Tools Utilization" button.

Project Name  
AR LITTLE ROCK ONE STOP

Tool Name \*

Career Pathways Explorer  
Computer Essentials  
GED Academy  
Money Skills  
QB/WORCS  
ResCare Academy  
ResCare University (Talent Systems)  
Resume Pro  
System Review (VPN vs Intranet)  
Talent Market

Project Director  
Farrah Hammond

RD  
Rochelle Brown

Review Date \*

Delivered By \*

[Back to Tools Utilization](#)

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## Contract Review

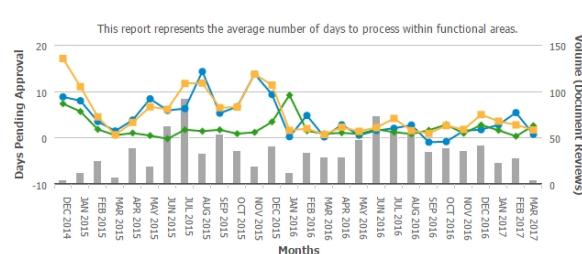
## Navigation Quick Links

[Career Pathways Explorer](#) | [Contract Review](#) | [External BIC Reviews](#) | [External Monitoring](#) |  
[Managing Real Time Performance](#) | [Start Ups](#) | [Talent Market](#)

## Take Action

[Add Contract](#) [Add Amendment](#) [Add Temporary Authorization](#)  
[Add Negotiation Template](#) [Add Notification of Loss](#)

## Average Days Pending Approval



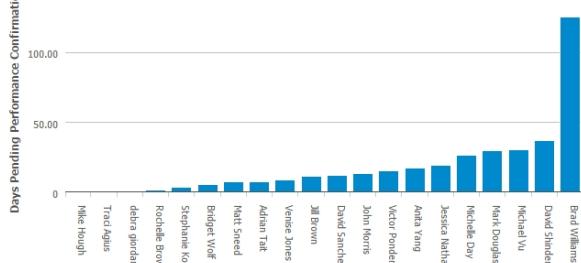
## Management Reports

[Contract Parents](#) | [Contracts](#) | [My Document Reviews](#) | [Document Reviews](#) | [Signature Authorities](#) |  
[Search by Control #](#) | [Pending Performance Confirmation](#) | [In Process](#) | [Pending PD Advancement](#) |  
[Document Reviews By Date Completed](#) | [Contracts - 2017](#) | [Contracts - 2016](#) | [Contracts - PY16](#) |  
[Contracts - PY15](#)

## Document Reviews Pending Approval

[RD](#) | [CM](#) | [DRC](#)

## Average Days Pending Performance Confirmation



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## Quick Links

## Navigation Quick Links

[Career Pathways Explorer](#) | [Contract Review](#) | [External BIC Reviews](#) | [External Monitoring](#) |

[Managing Real Time Performance](#) | [Start Ups](#) | [Talent Market](#)

- [Career Pathways Explorer](#) - Assessments Completed & Deployments by Month
- [Contract Review](#) – Avg. Days Pending Approval & Avg. Days Pending Performance Confirmation
- [External BIC Reviews](#) - Completed BICS by Quarter
- [External Monitoring](#) - Place to upload External Monitoring
- [Managing Real Time Performance](#) - Enrollments & Exits, Placements & Retention
- [Start Ups](#) – A link to Startups not yet considered a Project
- [Talent Market](#) –Links to ResCare Talent Market Data

## Management Reports

### Management Reports

[Contract Parents](#) | [Contracts](#) | [My Document Reviews](#) | [Document Reviews](#) | [Signature Authorities](#) |  
[Search by Control #](#) | [Pending Performance Confirmation](#) | [In Process](#) | [Pending PD Advancement](#) |  
[Document Reviews By Date Completed](#) | [Contracts - 2017](#) | [Contracts - 2016](#) | [Contracts - PY16](#) |  
[Contracts - PY15](#)

### [Contract Parents](#)

### [Contracts](#)

### [My Document Reviews](#)

### [Document Reviews](#)

### [Signature Authorities](#)

### [Search By Control #](#)

Other Links are made available to review older contracts or contracts currently being reviewed.

## Contract Parents

### [Contract Parents](#) [Contract Parent 30436](#)

Project Name	Contract Parent ID	Contract Parent Description	Status
<a href="#">NV NEVADA ONE STOP</a>	30436	CP: RWS LAS VEGAS YOUTH	Active
Parent	PD Description	Project - Status	
<a href="#">09392</a>	PD: RWS NV NEVADA - NEVADA ONE STOP	Active	
Project Director	RD	Project Accountant	Business Manager VP
<a href="#">Lynn Hoffman</a>	Anita Yang		Gary Suter Michael Vu
note			

 [Contracts](#)

 [Document Reviews](#)

## Contracts

Contract Review

20160567\_COB\_2016-12-23\_10-31-Eastern.pdf

Document	Amendments	Deliverables	Impact	Review & Approval	Performance	Signatures
----------	------------	--------------	--------	-------------------	-------------	------------

[Print Form](#)

---

Control # Document	Supplemental Budget	Supporting Document	Contract Parent	Related Contract	RD	RD Name
20160567 <a href="#">fe_20160567.pdf</a>	<a href="#">Updated 2017 TANF Contract Budget - MS.xlsx</a> <a href="#">Revisions</a>	<a href="#">ADES16-00006302 Award Documents SDA 2.pdf</a> <a href="#">Revisions</a>	30000	20160567	Victor Ponder	Victor Ponder

- ▶ Contract Details
- ▶ Type
- ▶ Funding
- ▶ Contract Figures
- ▶ Miscellaneous

Control # -This is a system-generated ID that uniquely identifies document.

Days of TA:

**Green** 0-60

**Red** 61+

Expired appear in **Orange**;

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## Contract Details

### Contract Details

Customer Name	Service Scope	Customer Contract ID	Signature Authority	State
Department of Economic Security,	TANF (SDA 2)	ADES17-146348		
Start Date	End Date	Options	Max Potential End Date	Options Description
10-01-2016	09-30-2017	Yes	09-30-2023	Yearly Renewals

Enter the Contract ID that the Customer has given the document. Enter "N/A" if not applicable

### Type

CR  PB  FF

CR-Cost Reimbursement

PB-Performance Based

FF-Fixed Fee

### Funding

One Stop  Adult  DW  Youth  Child Care  
 TANF  SNAP  RIO  ES  Other

## Contract Figures

Amount	Pass Thru	Revenue
\$367,487.00	\$7,896.00	\$359,591.00
Indirect Rate	Indirect Rate Context	Indirect (\$)
9.59	Direct Costs Before Pass Thru	\$23,891.49
Profit Rate	Profit Rate Context	Profit (\$)
7.76	Direct Costs Before Pass Thru	\$23,624.00

Indirect Rate - Enter in percentage format, not in decimal format (e.g 9.59, not .0959)

Profit Rate - Enter in percentage format, not in decimal format (e.g 9.59, not .0959).

## Contract Changes

Amendment #	Amendment Effective Date
2	02-11-2016
Change Value of Contract?	No
Change Indirect Rate?	No
Change Profit Rate?	No
Extend?	No

Amendment # - Enter "N/A" if the amendment number is not applicable.

Change Value of Contract - Select 'Yes' if the Amount, Pass Thru, Indirect or Profit changes.

## Miscellaneous

How many executed copies are needed?	Overnight Mailing Delivery Address
3	

**How many executed copies are needed?** - In addition to the original executed document that will be kept by ResCare, how many executed copies does the Customer require...to be sent to the individual identified in the Mailing Address field

## Overnight Mailing Delivery Address - Complete with name and overnight mailing address of either the ResCare Employee or the Customer Contact Person.

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### Amendments

Document Reviews | Control # 20160567 (Contract)

Edit Email More Customiz

Contract Review

Document Amendments Deliverables Impact Review & Approval Performance Signatures Contract Status A # of Amendments Not Executed 0

Start Date	End Date	Amount	Pass Thru	Indirect	Profit	Indirect Rate	Profit Rate
10-01-2016	09-30-2017	\$4,605,969.00	\$2,000,000.00	\$209,504.79	\$232,158.66	9.68	9.78

Full Report Grid Edit Email More 1 Document Review

Control #	Amendment #	Change Amount?	Change Indirect Rate?	Change Profit Rate?	Extend?	Net Change in Pass Thru	Net Change in Indirect	Net Change in Profit	Revised Indirect Rate	Revised Profit Rate	Revised End Date	Signature Required	External Signature Date	Internal Signature Date
20160758														

TOT \$0.00 \$0.00 \$0.00 \$0.00

Any changes to contract must be recorded in this area of the Contract Review

Contract Review 20160321\_COB\_2016-09-16\_16-37-Eastern.pdf

Document Deliverables Impact Review & Approval Performance Signatures Save and Refresh Delete

Document Supplemental Budget Supporting Document Contract Parent\*

Choose File Revisions Delete this file Choose File No file chosen Choose File No file chosen

Contract Details

Customer Name \* Service Scope \* Customer Contract ID\* Signature Authority State

Start Date\* End Date\* Options\* Type CR PB FF

Funding

One Stop Adult DW Youth Child Care TANF SNAP RIO ES Other

Contract Figures

Amount*	Pass Thru*	Revenue	Total Net Change	Resulting Amount	Total Net Change in Pass Thru	Resulting Pass Thru
1,927,694.00	648,471.90	\$1,279,222.10	\$2,788,932.21			\$885,482.90

Indirect Rate\* Indirect Rate Context Indirect (\$)\* Total Net Change in Indirect Resulting Indirect Resulting Indirect Rate Contract - Resulting Indirect Rate

9.59	Direct Costs Before Pass Thru	108,136.06	\$155,903.36	0.59	
8.00	Direct Costs Before Pass Thru	116,950.00			

Profit Rate\* Profit Rate Context Profit (\$)\* Total Net Change in Profit Resulting Profit Resulting Profit Rate Contract - Resulting Profit Rate Contract - Resulting Profit

### Contract Changes

Amendment #*	Amendment Effective Date*			
Amendment Number	06-01-2016			
Change Value of Contract?*	Net Change*	Net Change in Pass Thru*	Net Change in Indirect*	Net Change in Profit*
Yes	861,238.21	237,011.00	49,787.30	55,510.00
Change Indirect Rate?*				
No				
Change Profit Rate?*	Revised Profit Rate*			
Yes	11.00			
Extend?*	Revised End Date*			
Yes	06-30-2017			

## Deliverables

Home

Deliverables Add Deliverable

---

Project Name	Contract Parent	
	<a href="#">30391</a>	
Control #	Funding *	Status *
20160769	<input type="button" value="▼"/>	<input type="button" value="Active"/> ▼
Type *	Effective Date *	Expiration Date *
<input type="button" value="▼"/>	mm-dd-yyyy <input type="button" value="▼"/>	mm-dd-yyyy <input type="button" value="▼"/>

**General**

---

Description *	<input type="text"/>
Comments	<input type="text"/>
Penalty	<input type="button" value="▼"/>
Risk Level *	<input type="button" value="▼"/>

Home    Users    New Table

**Deliverables** Add Deliverable **SETTINGS**

---

Project Name AR LITTLE ROCK ONE STOP	Contract Parent 30041	Report	Duplicate?
Control # 20160321 - 30041 - Amendment	Funding * mm-dd-yyyy	Status * Active	Go to Deliverables Tab
Type * Fiscal Performance Other	Effective Date * mm-dd-yyyy	Expiration Date * mm-dd-yyyy	
Comments			
Penalty			
Risk Level *			

---

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## Impact

**Document Reviews** Control # 20160769 (Amendment)

---

[Contract Review](#)

Document    Deliverables    Impact    Signatures    Edit Impact

---

<input type="checkbox"/> No Impact <small>ⓘ</small>	Impact Start Date	Impact End Date
Impact Revenue	Impact Contribution	
Contract Start Date 01-21-2016	Contract End Date 06-30-2017	

ⓘ The impact to revenue and contribution needs to be entered if there is a significant change (\$25,000 for revenue and \$5,000 for contribution) to the current ResCare fiscal year budget. Change can be considered as higher or lower than what has already been budgeted for the ResCare fiscal year. Please review your current ResCare fiscal year budget as part of this exercise.

---

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## Review & Approval

Here you can review status changes after each level of approval.

Document Reviews | Control # 20160321 (Amendment) [Edit](#) [Email](#) [More](#) [Customize](#)

[Contract Review](#)

[Document](#) [Deliverables](#) [Impact](#) [Review & Approval](#) [Performance](#) [Signatures](#) [Generate PDF](#) [Approve \(testing\)](#)

Staff	Status	Status Date	Date Advanced/Approved	Date Denied	Contract Status
PD	Advanced	06-28-2016	06-28-2016		
RD	Approved	06-29-2016	06-29-2016		
CM	Approved	06-28-2016	06-28-2016		
DRC	Approved	06-29-2016	06-29-2016		

[Regional Director Review](#)

Regional Directors: Enter Issues/Concerns/Comments below. If you have none, enter 'None'. This field must be filled in order to approve.

RD Comments  
None

Is a signature required?  
Yes

[Full Report](#) | [Grid Edit](#) | [Email](#) | [More](#) | 7 Deliverables

Combined

40 New Adult Enrolments Note: Eligible to recoup any lost profit by meeting additional and/or all performance levels by the official end of the program year. Risk Mitigation: Loss of funds if not achieved. Penalty Description: Performance Penalty

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## Performance

Performance expectations are outlined in this section. When adding performance contract amendments the new expectations will be input in this area of Project Management.

[Document](#) [Deliverables](#) [Impact](#) [Review & Approval](#) [Performance](#) [Signatures](#) [Edit Performance](#)

Performance Effect?	Performance Sent Date	Performance Confirmed Date	Performance Documentation Verified Date	Performance Updated Date
Yes	06-29-2016	06-30-2016		07-15-2016

Performance Expectations

Enrollments  
Adult: 40  
DW: 20  
Youth: 30

Youth Funds Expenditure Rate - work Experience: 20%  
Expenditure Rate - OSY: 75%

When will the targets for the 9-16 common measures and 14 key Elements be negotiated for PY16?

### Performance Administrator Notes

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## Signature

[Contract Review](#)[Document](#)[Deliverables](#)[Impact](#)[Signatures](#)[Edit Signature Dates](#)

Internal Signature Date

 Unilateral Agreement

External Signature Date

Document

[16026-RFP - Amendment #2 02.28.17.pdf](#)

Status

Signature Required

**Status:**

A- Active

PX- Partially Executed

NX- Not Executed

LOI- Temporary Authorization

E- Expired

ENR- Expired Not Renewed

T-Terminated

TNR-Terminated Not Renewed

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Any Amendments, Contracts, Notification of Losses, or Temporary Authorizations that have been provided or delivered to your project.

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Contacts } Add Contact  
SETTINGS

User

Contact *	Title *	Status *	Context *
Address Line 1	Address Line 2	Active	
City	State	Zip	
Phone	Fax	Email	
ext.			

Affiliations

Project Name | Project Director (User) | Project Accountant (User) | Business Manager | Status

No projects found

VPs

# Location ID | Location Name | VP | Parent ID | # of RDs | VP (Contact) | VP Email | VP Phone | Related VP

No VPs found

Granular Context

VP  RD  PD  BM  PA  Customer (Day-to-Day Contact)  Signature Authority

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Search By Control #



Document Reviews } Search Document Review by Control #

SETTINGS

Show document reviews where

Control # is equal to

**Display Report**

Cancel

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Take Action

Take Action

Add Contract

Add Amendment

Add Temporary Authorization

Add Negotiation Template

Add Notification of Loss

Links to :

- Add Contract

- Add Amendment
- Add Temporary Authorization
- Add Negotiation Template
- Add Notification of Loss

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## Documents Pending Approval

Document Reviews Pending Approval

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RD | CM | DRC

RD- Pending RD Approval

CM- Pending CM Approval

DRC- Pending DRC Approval

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