

# CT Center of Excellence (COE) Organizational Standards

## Maximum Feasible Participation

### Category 1: Consumer Input and Involvement

CT COE Organizational Standard		Self-Assessment of Standard:		Supporting Documentation	CAA Comments	DSS Affirms Standard Met/Not Met	DSS Comments
1.1	The organization demonstrates low-income individuals' participation in its activities.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	___ Advisory Group documents	TVCCA involves low-income participants in various ways throughout the agency. This is most evident in our Head Start Policy Council. <b>Files: "TVCCA-1.1-Head Start Policy Council" and "TVCCA-1.1-Policy Council Handbook 2019-2020"</b>		
				___ Advisory Group minutes			
				___ Activity participation lists			
				___ Board Minutes			
				___ Board pre-meeting materials / packets			
				___ Volunteer lists and documents			
				___ Focus Group participation lists			
				_X_ Head Start Council documents			
				___ Non-Board member Committee participation lists			
1.2	The organization analyzes information collected directly from low-income individuals as part of the community assessment.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	_X_ Community assessment documents (including appendices)	<b>File: "TVCCA-1.2-TVCCA Needs Assessment 2020"</b> TVCCA compiled a Comprehensive Community Needs Assessment. As part of that process, TVCCA surveyed and held focus groups with low-income clients and analyzed the results to inform the Needs Assessment. The survey is included in Appendix A and focus group summaries can be found in Appendix C. Analysis can be found on pages 5, 7 and 8.		
				___ Backup documentation/data summaries			
				___ Community forum summaries			

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				___ Interview transcripts		Met	
1.3	The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">_X_ Customer satisfaction policy and/or procedures</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">_X_ Customer satisfaction instruments, e.g., survey, data collection tools and schedule</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">_X_ Customer satisfaction reports to organization leadership, board and/or broader community</div> <div style="padding-bottom: 5px;">_X_ Board/Committee Minutes</div>	<p><b>File: "TVCCA-1.3-Contract Compliance Procedure Manual"</b>, page 9; This document outlines the procedure for conducting customer surveys and reporting results to the Board.</p> <p><b>File: "TVCCA-1.3-Surveys 19-20"</b></p> <p><b>Board Portal:</b>  <a href="http://board.tvccainfosystems.com/wp-content/uploads/2020/11/Board-Package_12.1.2020-1.pdf">http://board.tvccainfosystems.com/wp-content/uploads/2020/11/Board-Package_12.1.2020-1.pdf</a>                      December 2020 Package: Minutes from the October 27, 2020 Board package provides an example of how analysis of survey results are presented to and approved by the TVCCA Board (page 7 of the PDF "Client Satisfaction Surveys" demonstrates the analysis presented to the Board and page 8 of the PDF demonstrates the Board's approval of the previous assessment and surveys)</p>	Met	

## CT Center of Excellence (COE) Organizational Standards Maximum Feasible Participation

### Category 2: Community Engagement

Category 2: Community Engagement					
CT COE Organizational Standard	Self-Assessment of Standard:	Supporting Documentation	CAA Comments	DSS Affirms Standard Met/Not Met	DSS Comments
2.1  The organization has documented or demonstrated partnerships across the community, for specifically identified purposes; partnerships include other anti-poverty organizations in the area.	<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Partnership documentation: agreements, emails, MOU/MOAs	<b>File: "TVCCA-2.1-Partnership Documentation" -</b> This compilation of MOUs and subcontracts represents a sampling of documents on file  <b>File: "TVCCA-2.1-TVCCA Partnership Form 2021"</b>	Met	
		<input type="checkbox"/> Subcontracts with delegate / partner agencies			
		<input type="checkbox"/> Coalition membership lists			
		<input type="checkbox"/> Strategic plan update/report if it demonstrates partnerships			
		<input checked="" type="checkbox"/> DSS Form: Formal & Informal Partnership Charts			
2.2  The organization utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.	<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Community assessment documents (including appendices)	<b>See: "TVCCA-1.2-TVCCA Needs Assessment Update 2020",</b> Appendix B "Key Informant Surveys & Interviews"	Met	
		<input type="checkbox"/> Other written or online reports			
		<input type="checkbox"/> Backup documentation of involvement: surveys, interview documentation, community meeting minutes, etc.			
		<input type="checkbox"/> Board/Committee or staff meeting minutes			
		<input checked="" type="checkbox"/> Annual report	<b>File: "TVCCA-2.3-Annual Report 2020"</b> <b>File: "TVCCA-2.3-News Articles"</b> <b>File: "TVCCA-2.3-Press Releases"</b>	Met	

**CT Center of Excellence (COE) Organizational Standards**  
**Maximum Feasible Participation**

**Category 2: Community Engagement**

CT COE Organizational Standard		Self-Assessment of Standard:		Supporting Documentation	CAA Comments	DSS Affirms Standard Met/Not Met	DSS Comments
2.3	The organization communicates its activities and its results to the community.	<input checked="" type="checkbox"/>	<input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Website, Facebook page, Twitter account, etc. (regularly updated) <input checked="" type="checkbox"/> Media files of stories published <input checked="" type="checkbox"/> News release copies <input type="checkbox"/> Community event information <input type="checkbox"/> Communication plan	File: "TVCCA-2.3-TVCCA Online Presence"	Met	
2.4	The organization documents the number of volunteers and hours mobile in support of its activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Data on number of volunteers and hours provided <input type="checkbox"/> Board minutes <input checked="" type="checkbox"/> Documentation of tracking system(s) <input checked="" type="checkbox"/> Board Attendance Records <input checked="" type="checkbox"/> CSBG-IS Report <input checked="" type="checkbox"/> Volunteer Handbook / agreement	File: "TVCCA-2.4-CSBG Annual Report FY20", Module 2, B.3. (page 5) File: "TVCCA-2.4-RSVP Handbook - Complete_1018" File: "TVCCA-2.4-Head Start Volunteer HANDBOOK REVISED" File: "TVCCA-2.4-Volunteer Tracking" File: "TVCCA-2.4-Board Attendance 2020-21"	Met	Agency actively tracks # of volunteers and hours mobile.

## CT Center of Excellence (COE) Organizational Standards Maximum Feasible Participation

### Category 3: Community Assessment

CT COE Organizational Standard		Self-Assessment of Standard:	Supporting Documentation	CAA Comments	DSS Affirms Standard Met/Not Met	DSS Comments
3.1	The organization conducted a community assessment and issued a report within the past 3 years.	<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Community assessment document with date noted	See: "TVCCA-1.2-TVCCA Needs Assessment 2020"	Met	
3.2	As part of the community assessment, the organization collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).	<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Community assessment documents (including appendices)  <input type="checkbox"/> Backup information including census and other demographic data	See: "TVCCA-1.2-TVCCA Needs Assessment 2020", pgs. 4-8	Met	
3.3	The organization collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.	<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Community assessment documents (including appendices)  <input type="checkbox"/> Backup information  <input type="checkbox"/> Broader community-wide assessments  <input type="checkbox"/> Other data collection process on poverty  <input type="checkbox"/> Committee / team meeting minutes reflecting analysis.	See: "TVCCA-1.2-TVCCA Needs Assessment 2020"	Met	

## CT Center of Excellence (COE) Organizational Standards Maximum Feasible Participation

### Category 3: Community Assessment

CT COE Organizational Standard		Self-Assessment of Standard:		Supporting Documentation	CAA Comments	DSS Affirms Standard Met/Not Met	DSS Comments
3.4	The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.	<input checked="" type="checkbox"/>	Met <input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Community assessment documents (including appendices) <input type="checkbox"/> Backup information <input type="checkbox"/> Committee / team meeting minutes reflecting analysis.	See: "TVCCA-1.2-TVCCA Needs Assessment 2020", pg. 9	Met	
3.5	The governing board formally accepts the completed community assessment			<input type="checkbox"/> Community assessment document <input checked="" type="checkbox"/> Board minutes <input type="checkbox"/> Board pre-meeting materials / packet	Needs Assessment approved 3/24/2020 Board Portal: <a href="http://board.tvccainfosystems.com/wp-content/uploads/2020/04/Board-Package_4.28.20.pdf">http://board.tvccainfosystems.com/wp-content/uploads/2020/04/Board-Package_4.28.20.pdf</a> , April 2020 package - pg 5 (Exhibit 6.5) of the PDF	Met	

## CT Center of Excellence (COE) Organizational Standards Vision and Direction

### Category 4: Organizational Leadership

CT COE Organizational Standard		Self-Assessment of Standard:		Supporting Documentation	CAA Comments	DSS Affirms Standard Met/Not Met	DSS Comments
4.1	The governing board has reviewed the organization's mission statement within the past 5 years and assured that: 1. The mission addresses poverty; and 2. The organization's programs and services are in alignment with the mission.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	_X_ Board minutes	File: "TVCCA-4.1-TVCCA-Strategic-Plan-2020-2023" File: "TVCCA-4.1-Mission Statement" File: "TVCCA-4.1-Board -Meeting Minutes-5.26.20" Minutes from the May 26, 2020 Board meeting (pgs. 4 and 5 of the PDF) indicate Board approval of the Mission Statement and Strategic Plan	Met	
				_X_ Strategic plan			
				_X_ Mission Statement			
4.2	The organization's Community Action Plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	_X_ CAP plan* *The CAP plan is sometimes referred to as the CSBG Plan or CSBG Workplan.	File: "TVCCA-4.2-TVCCA Community Action Plan 2020"	Met	
				___ Logic model			
				___ Community assessment			

## CT Center of Excellence (COE) Organizational Standards Vision and Direction

### Category 4: Organizational Leadership

CT COE Organizational Standard		Self-Assessment of Standard:	Supporting Documentation	CAA Comments	DSS Affirms Standard Met/Not Met	DSS Comments
4.3	The organization's Community Action Plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation). In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.	<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Certified ROMA trainer in organization <input type="checkbox"/> Agreement with certified trainer not within the organization to provide ROMA services <input checked="" type="checkbox"/> Strategic plan (including appendices) <input checked="" type="checkbox"/> The community action plan (including appendices) <input type="checkbox"/> Meeting summaries of ROMA trainer participation	Megan Brown, Sr. Director of Marketing & Development is a certified ROMA Implementer and has primary responsibility for the completion of the strategic plan and community action plan. <b>See: "TVCCA-4.1-TVCCA-Strategic-Plan-2020-2023" and "TVCCA-4.2-TVCCA Community Action Plan 2020"</b>	Met	
4.4	The governing board receives an annual update on the success of specific strategies included in the Community Action plan.	<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Community action plan update / report <input checked="" type="checkbox"/> Board minutes	<b>Board Portal:</b> <a href="http://board.tvccainfosystems.com/wp-content/uploads/2020/07/Board-Package-8.4.2020.pdf">http://board.tvccainfosystems.com/wp-content/uploads/2020/07/Board-Package-8.4.2020.pdf</a> pg. 10 (Exhibit 6.4) of the June meeting minutes indicates Board acceptance of the Community Action Plan, which included an update on specific strategies from the previous plan. The next CAP Update will be presented to the Board in June 2021. TVCCA will forward documentation of the 2021 update to CT DSS as this reporting period falls less than 12 months from the previous report date.	Met	



**CT Center of Excellence (COE) Organizational Standards  
Vision and Direction**

**Category 4: Organizational Leadership**

<b>Category 4: Organizational Leadership</b>							
<b>CT COE Organizational Standard</b>		<b>Self-Assessment of Standard:</b>		<b>Supporting Documentation</b>	<b>CAA Comments</b>	<b>DSS Affirms Standard Met/Not Met</b>	<b>DSS Comments</b>
				_X_ Board pre-meeting materials / packet	<b>Board Portal:</b> <a href="http://board.tvccainfosystems.com/wp-content/uploads/2020/06/Board-Package_6-23-2020.pdf">http://board.tvccainfosystems.com/wp-content/uploads/2020/06/Board-Package_6-23-2020.pdf</a> Exhibit 6.4		

**CT Center of Excellence (COE) Organizational Standards**  
**Vision and Direction**

**Category 4: Organizational Leadership**

CT COE Organizational Standard		Self-Assessment of Standard:		Supporting Documentation	CAA Comments	DSS Affirms Standard Met/Not Met	DSS Comments
4.5	The organization has a written succession plan in place for the CEO/ED, approved by the governing board, which contains procedures for covering an emergency/unplanned, short-term absence of 3 months or less, as well as outlines the process for filling a permanent vacancy.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Board minutes <input checked="" type="checkbox"/> Succession plan/policy <input type="checkbox"/> Short term succession plan <input type="checkbox"/> Long term succession plan	<b>File: "TVCCA-4.5 Executive Succession Plan_Updated 070120"</b> <b>Board Portal:</b> <a href="http://board.tvccainfosystems.com/wp-content/uploads/2020/10/Board-Package-10.27.2020.pdf">http://board.tvccainfosystems.com/wp-content/uploads/2020/10/Board-Package-10.27.2020.pdf</a> , minutes from 9/22/20 meeting Exhibit 6.3 (pg. 5 of the PDF)	Met	Plan requires annual review, last performed in September, 2020
4.6	An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input type="checkbox"/> Risk assessment policy and/or procedures <input checked="" type="checkbox"/> Board minutes <input type="checkbox"/> Completed risk assessment tool <input checked="" type="checkbox"/> Risk assessment reports	<b>Board Portal:</b> <a href="http://board.tvccainfosystems.com/wp-content/uploads/2019/11/Board-Package-12.3.19.pdf">http://board.tvccainfosystems.com/wp-content/uploads/2019/11/Board-Package-12.3.19.pdf</a> , The Risk Assessment was presented to the Board during the December 2019 meeting (pgs. 37-43 of the PDF). The next risk assessment will be presented in December 2021 <a href="http://board.tvccainfosystems.com/wp-content/uploads/2020/01/Board-Package-1-28-20-2.pdf">http://board.tvccainfosystems.com/wp-content/uploads/2020/01/Board-Package-1-28-20-2.pdf</a> , Pages 5-6 of the PDF indicate Board acceptance of the Risk Assessment report <a href="http://board.tvccainfosystems.com/agency-information/risk-management/">http://board.tvccainfosystems.com/agency-information/risk-management/</a> - link to full Risk Assessment Reports	Met	Last performed in December of 2019

**CT Center of Excellence (COE) Organizational Standards**  
**Vision and Direction**  
**Category 5: Board Governance**

CT COE Organizational Standard		Self-Assessment of Standard:		Supporting Documentation	CAA Comments	DSS Affirms Standard Met/Not Met	DSS Comments
5.1	The organization's governing board is structured in compliance with the CSBG Act: 1. At least one third democratically-selected representatives of the low-income community; 2. One-third local elected officials (or their representatives); and 3. The remaining membership from major groups and interests in the community.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input type="checkbox"/> Board minutes <input checked="" type="checkbox"/> Board roster <input checked="" type="checkbox"/> Board bylaws <input type="checkbox"/> Board Member Handbook	<b>File: "TVCCA-5.1-By-Laws_2021"</b> <b>File: "TVCCA-5.1-CSBG Board Profile Chart"- board roster</b>	Met	
5.2	The organization's governing board has written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input type="checkbox"/> Board minutes <input type="checkbox"/> Board roster <input checked="" type="checkbox"/> Board bylaws <input type="checkbox"/> Board Member Handbook	<b>File: "TVCCA-5.2-Board-Democratic-Selection-Procedures-2013"</b>	Met	Democratic selection process, which is compliant with the organizational standards and has since been folded into the bylaws, was last revised in 2013. Consider reviewing the policy to see if it is still valid.
5.3	The organization's bylaws have been reviewed by an attorney within the past 5 years.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Board bylaws <input checked="" type="checkbox"/> Board minutes <input type="checkbox"/> Attorney statement/invoice	<b>See: "TVCCA-5.1-By-Laws_2021"</b> <b>Board Portal:</b> <a href="http://board.tvccainfosystems.com/wp-content/uploads/2020/03/Board-Package-3.24.2020-2.pdf">http://board.tvccainfosystems.com/wp-content/uploads/2020/03/Board-Package-3.24.2020-2.pdf</a> , Minutes of the February 2019 Board meeting demonstrate review by an attorney (pg. 4 of the PDF).	Met	Last performed in February, 2020

**CT Center of Excellence (COE) Organizational Standards**  
**Vision and Direction**  
**Category 5: Board Governance**

CT COE Organizational Standard		Self-Assessment of Standard:		Supporting Documentation	CAA Comments	DSS Affirms Standard Met/Not Met	DSS Comments
5.4	The organization documents that each governing board member has received a copy of the bylaws within the past 2 years.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Board Minutes <input type="checkbox"/> Board pre-meeting materials / packet <input type="checkbox"/> Bylaws <input type="checkbox"/> List of signatures <input type="checkbox"/> Copies of acknowledgements	<b>Board Portal:</b> <a href="http://board.tvccainfosystems.com/wp-content/uploads/2021/03/Board-Package_3.23.2021.pdf">http://board.tvccainfosystems.com/wp-content/uploads/2021/03/Board-Package_3.23.2021.pdf</a> - TVCCA's Bylaws were updated and presented at the February 2021 meeting. Minutes from that meeting (Exhibit 6.2, pg 5) document their distribution and review and note the board members in attendance. The Bylaws are available continuously to members via the Board Portal.	Met	
5.5	The organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input type="checkbox"/> Board minutes <input checked="" type="checkbox"/> Board roster <input checked="" type="checkbox"/> Board bylaws	<b>See: "TVCCA-5.1-CSBG Board Profile Chart"</b> <b>"TVCCA-2.4-Board Attendance 2020-21"</b> <b>"TVCCA-5.1-Bylaws_2021", pg 13</b>	Met	
5.6	Each governing board member has signed a conflict of interest policy within the past 2 years.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input type="checkbox"/> Board minutes <input checked="" type="checkbox"/> Conflict of interest policy / procedures <input checked="" type="checkbox"/> Signed policies/signatures list <input type="checkbox"/> Board Member Handbook <input type="checkbox"/> 990	<b>File: "TVCCA-5.6-2020 Conflict of Interest"</b> <b>See: "TVCCA-5.1-Bylaws_2021", pg 8</b>	Met	

**CT Center of Excellence (COE) Organizational Standards**  
**Vision and Direction**  
**Category 5: Board Governance**

CT COE Organizational Standard		Self-Assessment of Standard:		Supporting Documentation	CAA Comments	DSS Affirms Standard Met/Not Met	DSS Comments
5.7	The organization has a process to provide a structured orientation for governing board members within 6 months of being seated.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Board policy/procedures <input checked="" type="checkbox"/> Board training materials <input type="checkbox"/> Board member acknowledgement /signature <input type="checkbox"/> Board minutes reflecting date new Board member appointed <input type="checkbox"/> Dated new member orientation attendance	<b>File: "TVCCA-5.7-Board Member Manual"</b> , Board Orientation, page 5 <b>File: "TVCCA-5.7-Board Orientation"</b> - this is the agenda and Powerpoint that Mrs. Monahan presents to new Board members; she also reviews highlights of the Community Action Partnership's "Introduction to the Board's Role and Responsibilities in an Era of CSBG Organizational Standards and ROMA Next Generation", which is available to all Board members via the Board portal. There were no new board members installed during this reporting period, thus no board orientations were held.	Met	
5.8	Governing board members have been provided with training on their duties and responsibilities within the past 2 years.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input type="checkbox"/> Training agenda <input type="checkbox"/> Attendee list <input checked="" type="checkbox"/> Board minutes <input type="checkbox"/> Documentation of board attendance at offsite training conferences/events/webinars, etc.	<b>Board Portal:</b> <a href="http://board.tvccainfosystems.com/wp-content/uploads/2020/09/Board-Package_9.22.2020.pdf">http://board.tvccainfosystems.com/wp-content/uploads/2020/09/Board-Package_9.22.2020.pdf</a> , Mrs. Monahan provided the board with training on duties and responsibilities as Board members during the August 2020 meeting (Exhibit 7.3; minutes of that meeting included in September package) Additionally, Board members were reminded they have access to the Community Action Partnership's "Introduction to the Board's Role and Responsibilities" presentation via the Board portal.	Met	Training last performed in August, 2020

**CT Center of Excellence (COE) Organizational Standards**  
**Vision and Direction**  
**Category 5: Board Governance**

CT COE Organizational Standard		Self-Assessment of Standard:		Supporting Documentation	CAA Comments	DSS Affirms Standard Met/Not Met	DSS Comments
5.9	The organization's governing board receives programmatic reports at each regular board meeting.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Board minutes  <input checked="" type="checkbox"/> Board pre-meeting materials/packets  <input checked="" type="checkbox"/> programmatic reports	TVCCA's Director of Contract Compliance & Quality Assurance, along with program directors, provides the Board with near monthly programmatic reports. Below are some examples: <b>Board Portal:</b> <a href="http://board.tvccainfosystems.com/wp-content/uploads/2020/10/Board-Package-10.27.2020.pdf">http://board.tvccainfosystems.com/wp-content/uploads/2020/10/Board-Package-10.27.2020.pdf</a> , Pg. 5 (Exhibit 6.5) of the PDF in minutes of September 2020 meeting <b>Board Portal:</b> <a href="http://board.tvccainfosystems.com/wp-content/uploads/2021/03/Board-Package_3.23.2021.pdf">http://board.tvccainfosystems.com/wp-content/uploads/2021/03/Board-Package_3.23.2021.pdf</a> , pg 5 (Exhibit 6.4) of the PDF in minutes of February 2021 meeting; pg 23 (Exhibit 6.4) of the PDF for March 2021 meeting	Met	

## CT Center of Excellence (COE) Organizational Standards

### Vision and Direction

#### Category 6: Strategic Planning

CT COE Organizational Standard		Self-Assessment of Standard:		Supporting Documentation	CAA Comments	Affirms Standard Met/Not Met	DSS Comments
6.1	The organization has an agency-wide strategic plan in place that has been approved by the governing board within the past 5 years.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	_X_ Board minutes	<b>See: "TVCCA-4.1-Board-Meeting Minutes-5.26.20"</b> Minutes from the May 26, 2020 Board meeting (pgs. 4 and 5 of the PDF) indicate Board approval of the Strategic Plan <b>See: "TVCCA-4.1-Strategic-Plan-2020-2023"</b>	Met	
				_X_ Strategic plan			
6.2	The approved strategic plan addresses reduction of poverty, revitalization of low-income communities, and/or empowerment of people with low incomes to become more self-sufficient.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	_X_ Strategic plan	<b>See: "TVCCA-4.1-Strategic-Plan-2020-2023"</b> , Objective 1: Strategically Grow Our Program Portfolio to Reduce Poverty in our Community on pg. 8	Met	
6.3	The approved strategic plan contains family, agency, and/or community goals.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	_X_ Strategic plan	<b>See: "TVCCA-4.1-Strategic-Plan-2020-2023"</b> , pgs 9-12; <b>Examples:</b> Goal 1.1 (Agency): Explore opportunities to extend our services within communities of need. Goal 1.2 (Family): Individuals and families receive an integrated and comprehensive continuum of care across programs. Goal 2.2 (Family): Individuals and families receive information about the variety of programs offered through TVCCA. Goal 3.1 (Agency): Strengthen Human Resources and monitor organizational climate and morale	Met	

## CT Center of Excellence (COE) Organizational Standards

### Vision and Direction

#### Category 6: Strategic Planning

CT COE Organizational Standard		Self-Assessment of Standard:		Supporting Documentation	CAA Comments	Affirms Standard Met/Not Met	DSS Comments
6.4	Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process. <input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met			<input type="checkbox"/> Strategic plan including appendices <input checked="" type="checkbox"/> Notes from strategic planning process <input type="checkbox"/> Customer satisfaction data/reports <input type="checkbox"/> Customer input data/reports <input type="checkbox"/> Strategic Planning Committee Meeting minutes or notes, if appropriate	File: "TVCCA-6.4-Strategic Planning Notes"	Met	
6.5	The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months. <input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met			<input checked="" type="checkbox"/> Strategic plan update / report <input checked="" type="checkbox"/> Board minutes <input checked="" type="checkbox"/> Board pre-meeting materials/packet	File: "TVCCA-6.5-Board Minutes 4.27.21_FINAL" Board Portal: <a href="http://board.tvccainfosystems.com/wp-content/uploads/2021/04/Board-Package-4.27.21.pdf">http://board.tvccainfosystems.com/wp-content/uploads/2021/04/Board-Package-4.27.21.pdf</a> , Exhibit 6.2	Met	



**CT Center of Excellence (COE) Organizational Standards**  
**Operations and Accountability**  
**Category 7: Human Resource Management**

CT COE Organizational Standard		Self-Assessment of Standard:		Supporting Documentation	CAA Comments	DSS Affirms Standard Met/Not Met	DSS Comments
7.1	The organization has written personnel policies that have been reviewed by an attorney and approved by the governing board within the past 5 years.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Personnel policies  <input type="checkbox"/> Board pre-meeting materials packet  <input type="checkbox"/> Board minutes  <input checked="" type="checkbox"/> Statement/invoice from an attorney reflecting the review	<b>Files: "TVCCA-7.1-PERSONNEL POLICIES - REV. 3.24.20" &amp; "TVCCA-7.1-Personnel Policy Attorney Review"</b> <b>Board Portal:</b> <a href="http://board.tvccainfosystems.com/wp-content/uploads/2020/03/Board-Package-2-26-2020.pdf">http://board.tvccainfosystems.com/wp-content/uploads/2020/03/Board-Package-2-26-2020.pdf</a> - Page 6 of the PDF, Exhibit 6.3 documents Board approval of the Personnel Policies at the 1/28/20 meeting. <a href="http://board.tvccainfosystems.com/wp-content/uploads/2020/04/Board-Package_4.28.20.pdf">http://board.tvccainfosystems.com/wp-content/uploads/2020/04/Board-Package_4.28.20.pdf</a> - A revision was made and approved at the March 2020 Board meeting (pg. 5 of PDF, Exhibit 6.4)	Met	
7.2	The organization makes available the employee handbook (or personnel policies	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Employee handbook/personnel policies  <input checked="" type="checkbox"/> Identified process for notifying staff of updates (may be included within the handbook/policy)	TVCCA policy and procedure manuals are available to all staff via its intranet: P:\TVCCA\TVCCA Policy Manuals <b>See: "TVCCA-7.1-PERSONNEL POLICIES - REV. 3.24.20", Introductory Statement, page 5:</b> "Changes to these personnel policies will be communicated to all staff through electronic means (email, employee portal), hard copy, or both, once policies have been approved by the Board of Trustees."	Met	

**CT Center of Excellence (COE) Organizational Standards**  
**Operations and Accountability**  
**Category 7: Human Resource Management**

CT COE Organizational Standard	Self-Assessment of Standard:		Supporting Documentation	CAA Comments	DSS Affirms Standard Met/Not Met	DSS Comments	
	in cases without a handbook) to all staff and notifies staff of any changes.			<input checked="" type="checkbox"/> Documentation of location and availability of handbook/policies  <input type="checkbox"/> Employee Handbook / Personnel policies receipt / sign-off page	File: <del>TVCCA-7.2-Personnel Policies Distribution</del> and "TVCCA-7.2-Personnel Policies Distribution2" document distribution of the updated Policy manual to all TVCCA staff (every staff person at TVCCA has a TVCCA email account)		

**CT Center of Excellence (COE) Organizational Standards**  
**Operations and Accountability**  
**Category 7: Human Resource Management**

CT COE Organizational Standard		Self-Assessment of Standard:		Supporting Documentation	CAA Comments	DSS Affirms Standard Met/Not Met	DSS Comments
7.3	The organization has written job descriptions for all positions, which have been updated within the past 5 years.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	___ Organizational chart / staff list ___X___ Job descriptions (dated) <b>Upload of this documentation is REQUIRED -- Job Descriptions for all CSBG and H.S.I. funded staff plus Executive Director/CEO, HR Director, Planner, Fiscal Director and IT Manager.</b> ___ Board or committee minutes noting documents have been updated	File: "TVCCA-7.3-CSBG_Job_Descriptions"	Met	job titles that were identified as last updated in 2015 have been updated
7.4	The governing board conducts a performance appraisal of the CEO/executive director within each calendar year.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	___X___ Board Minutes ___ Board committee notes ___ Appraisal tool	<b>Board Portal:</b> <a href="http://board.tvccainfosystems.com/wp-content/uploads/2020/11/Board-Package_12.1.2020-1.pdf">http://board.tvccainfosystems.com/wp-content/uploads/2020/11/Board-Package_12.1.2020-1.pdf</a> pg. 9 of the PDF - The Board administers Ms. Monahan's performance appraisal in Executive Session	Met	Last performed 10/2020
7.5	The governing board reviews and approves CEO/executive director compensation within every calendar year.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	___X___ Board minutes ___ Executive Director /CEO contract (if applicable) ___ 990	<b>Board Portal:</b> <a href="http://board.tvccainfosystems.com/wp-content/uploads/2020/11/Board-Package_12.1.2020-1.pdf">http://board.tvccainfosystems.com/wp-content/uploads/2020/11/Board-Package_12.1.2020-1.pdf</a> pg. 9 of the PDF - The Board administers Ms. Monahan's performance appraisal and compensation review in Executive Session	Met	Last performed 10/2020

**CT Center of Excellence (COE) Organizational Standards**  
**Operations and Accountability**  
**Category 7: Human Resource Management**

CT COE Organizational Standard		Self-Assessment of Standard:		Supporting Documentation	CAA Comments	DSS Affirms Standard Met/Not Met	DSS Comments
7.6	The organization has a policy in place for regular written evaluation of employees by their supervisors.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	_X_ Evaluation process / policy (likely found in personnel policies and procedures)	See: "TVCCA-7.1-PERSONNEL POLICIES - REV. 3.24.20", II.J. Pay for Performance pg. 17 <b>Board Portal:</b> <a href="http://board.tvccainfosystems.com/wp-">http://board.tvccainfosystems.com/wp-</a>	Met	
7.7	The organization has a whistleblower policy that has been approved by the governing board.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	_X_ Whistleblower policy	See: "TVCCA-7.1-PERSONNEL POLICIES - REV. 3.24.20", I.J. Whistleblower pg. 11-12 <b>Board Portal:</b> <a href="http://board.tvccainfosystems.com/wp-content/uploads/2019/09/Board-Package-9.24.19.pdf">http://board.tvccainfosystems.com/wp-content/uploads/2019/09/Board-Package-9.24.19.pdf</a> , pg. 24 of PDF Exhibit 6.4 <a href="http://board.tvccainfosystems.com/wp-content/uploads/2019/10/Board-Package-10-22-19.pdf">http://board.tvccainfosystems.com/wp-content/uploads/2019/10/Board-Package-10-22-19.pdf</a> , pg. 6 of PDF notes Board approval of the Whistleblower Policy	Met	
				_X_ Board minutes			
				___ Board pre-meeting materials / packets			
7.8	All staff participate in a new employee orientation within 60 days of hire.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	_X_ Personnel policies / employee handbook	See: "TVCCA-7.1-PERSONNEL POLICIES - REV. 3.24.20", I.N. Supervision and Orientation pg. 13 <b>File: "TVCCA-7.8-Orientation Checklists"</b> - TVCCA's policy is that "New employees will attend Agency orientation within 60 days of employment", however it is our practice to coordinate hire dates with orientation date to ensure that new hires have completed all necessary documentation and have an overview of the Agency prior to starting their positions (see attached as examples of this)	Met	
				_X_ Orientation materials			

## CT Center of Excellence (COE) Organizational Standards

### Operations and Accountability

#### Category 7: Human Resource Management

CT COE Organizational Standard	Self-Assessment of Standard:		Supporting Documentation	CAA Comments	DSS Affirms Standard Met/Not Met	DSS Comments	
				___ Sampling of HR/personnel files for documentation of attendance <b>NOT FOR UPLOAD - DSS may review on-site</b>			

**CT Center of Excellence (COE) Organizational Standards**  
**Operations and Accountability**  
**Category 7: Human Resource Management**

CT COE Organizational Standard		Self-Assessment of Standard:		Supporting Documentation	CAA Comments	DSS Affirms Standard Met/Not Met	DSS Comments
7.9	The organization conducts or makes available staff development / training (including ROMA) on an ongoing basis.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	___ Training plan(s) ___X___ Documentation of trainings: presentations, evaluations, attendee lists ___ Documentation of attendance at offsite training events/conference ___ HR / personnel files <b>NOT FOR UPLOAD - DSS may review on-site</b>	File: "TVCCA-7.9-Staff Trainings"	Met	Staff attended a number of virtual trainings in light of the pandemic

## CT Center of Excellence (COE) Organizational Standards

### Operations and Accountability

#### Category 8: Financial Operations and Oversight

CT COE Organizational Standard		Self-Assessment of Standard:		Supporting Documentation	CAA Comments	DSS Affirms Standard Met/Not Met	DSS Comments
8.1	The organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administration Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit threshold requirements.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Completed audit	File: "TVCCA-8.1-Agency Audit FYE 2020"	Met	
8.2	All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Completed audit <input type="checkbox"/> Management response to the audit <input type="checkbox"/> Board minutes	See: "TVCCA-8.1-Agency Audit FYE 2020" There were no findings from the prior year's annual audit.	Met	
8.3	The organization's auditor presents the audit to the governing board.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input type="checkbox"/> Completed audit <input checked="" type="checkbox"/> Board minutes / committee minutes <input type="checkbox"/> Board pre-meeting materials / packet	Board Portal: <a href="http://board.tvccainfosystems.com/wp-content/uploads/2020/10/Board-Package-10.27.2020.pdf">http://board.tvccainfosystems.com/wp-content/uploads/2020/10/Board-Package-10.27.2020.pdf</a> , pg. 5 (Exhibit 6.2)	Met	Presented in September of 2020
8.4	The governing board formally receives and accepts the audit.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input type="checkbox"/> Completed audit <input checked="" type="checkbox"/> Board minutes	Board Portal: <a href="http://board.tvccainfosystems.com/wp-content/uploads/2020/10/Board-Package-">http://board.tvccainfosystems.com/wp-content/uploads/2020/10/Board-Package-</a>	Met	Accepted September, 2020

## CT Center of Excellence (COE) Organizational Standards

### Operations and Accountability

#### Category 8: Financial Operations and Oversight

CT COE Organizational Standard		Self-Assessment of Standard:		Supporting Documentation	CAA Comments	DSS Affirms Standard Met/Not Met	DSS Comments
8.5	The organization has solicited bids for its audit within the past 5 years.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input type="checkbox"/> Organization procurement policy <input checked="" type="checkbox"/> Documentation of bid process, including RFP / RFQ, list of vendors receiving notice, proof of any publication of the process <input type="checkbox"/> Board pre-meeting materials / packet <input checked="" type="checkbox"/> written policy documenting auditor bidding and rotation practices.	<b>Files: "TVCCA-8.5-Audit RFP 2020"</b> <b>"TVCCA-8.5-Audit RFP Distribution"</b> TVCCA was notified January 22, 2020 that its contracted auditor, Mahoney Sabol, would be unable to perform the agency's 2020 audit. TVCCA had to quickly find a new audit firm before the end of its fiscal year. See attached documents for distribution list and RFP. <b>File: "TVCCA-8.5-Financial Policies &amp; Procedures Manual"</b> , 12. Auditor Bidding Policy, pg. 12-39	Met	
8.6	The IRS Form 990 is completed annually and made available to the governing board for review.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> IRS Form 990 Board minutes <input type="checkbox"/> pre-meeting materials / packet <input checked="" type="checkbox"/> Board <input type="checkbox"/> Documentation of 990 distribution to the board (mail, email, link)	<b>Board Portal:</b> <a href="http://board.tvccainfosystems.com/wp-content/uploads/2020/10/Board-Package-10.27.2020.pdf">http://board.tvccainfosystems.com/wp-content/uploads/2020/10/Board-Package-10.27.2020.pdf</a> <b>File: "TVCCA-8.6-Form 990"</b>	Met	September, 2020
8.7	The governing board receives financial reports at each regular meeting that include the following: 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2. Balance sheet/statement of financial position.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input type="checkbox"/> Financial reports as noted above <input checked="" type="checkbox"/> Board minutes / committee minutes <input checked="" type="checkbox"/> Board pre-meeting materials / packets	The governing board receives such financial reports at each regular meeting under Exhibit 5 on each agenda. <b>Board Portal:</b> <a href="http://board.tvccainfosystems.com/board-packages/">http://board.tvccainfosystems.com/board-packages/</a>	Met	



## CT Center of Excellence (COE) Organizational Standards

### Operations and Accountability

#### Category 8: Financial Operations and Oversight

CT COE Organizational Standard		Self-Assessment of Standard:		Supporting Documentation	CAA Comments	DSS Affirms Standard Met/Not Met	DSS Comments
8.8	All required filings and payments related to payroll withholdings are completed on time.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Payroll tax documentation/filings	<b>File: "TVCCA-8.8-Tax payment sheet and Retirement"</b>	Met	
				<input type="checkbox"/> Insurance documentation (health, disability, flex accounts)			
				<input type="checkbox"/> Retirement accounts documentation			
				<input type="checkbox"/> Record of payments to state, federal, insurance and retirement accounts			
8.9	The governing board annually approves an organization-wide budget.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Agency-wide budget	<b>File: "TVCCA-8.9-Organizational Budget 2021-2022"</b> <b>Board Portal:</b> <a href="http://board.tvccainfosystems.com/wp-content/uploads/2021/04/Board-Package-">http://board.tvccainfosystems.com/wp-content/uploads/2021/04/Board-Package-</a>	Met	Approved in March, 2021
				<input checked="" type="checkbox"/> Board minutes			
				<input type="checkbox"/> Board pre-meeting materials / packet			
8.10	The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the governing board.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Fiscal policies / procedures manual	<b>Board Portal:</b> <a href="http://board.tvccainfosystems.com/wp-content/uploads/2020/01/Board-Package-1-28-20-2.pdf">http://board.tvccainfosystems.com/wp-content/uploads/2020/01/Board-Package-1-28-20-2.pdf</a> pg. 5 of the PDF, Exhibit 6.3 <b>See: "TVCCA-8.5-Financial Policies &amp; Procedures Manual"</b>		
				<input checked="" type="checkbox"/> Board minutes/committee minutes			
				<input type="checkbox"/> Board pre-meeting materials/packet			

## CT Center of Excellence (COE) Organizational Standards

### Operations and Accountability

#### Category 8: Financial Operations and Oversight

CT COE Organizational Standard		Self-Assessment of Standard:		Supporting Documentation	CAA Comments	DSS Affirms Standard Met/Not Met	DSS Comments
8.11	A written procurement policy is in place and has been reviewed by the governing board within the past 5 years.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Procurement policy	<b>Board Portal:</b> <a href="http://board.tvccainfosystems.com/wp-content/uploads/2020/01/Board-Package-1-28-20-2.pdf">http://board.tvccainfosystems.com/wp-content/uploads/2020/01/Board-Package-1-28-20-2.pdf</a> pg. 5 of the PDF, Exhibit 6.3 <b>See: "TVCCA-8.5-Financial Policies &amp; Procedures Manual" , pgs 3-7 through 3-12</b>		
				<input checked="" type="checkbox"/> Board minutes			
				<input type="checkbox"/> Board pre-meeting materials/packet			
8.12	The organization documents how it allocates shared costs through an indirect cost rate or through a written cost allocation plan.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Cost allocation plan	<b>See: "TVCCA-8.2-Financial Policies &amp; Procedures Manual" , pg. 15-42</b>		
				<input type="checkbox"/> Approved indirect cost rate			
8.13	The organization has a written policy in place for record retention and destruction.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Document retention and destruction policy	<b>See: "TVCCA-8.2-Financial Policies &amp; Procedures Manual" , pg. 7-28</b>		

**CT Center of Excellence (COE) Organizational Standards**  
**Operations and Accountability**  
**Category 9: Data and Analysis**

CT COE Organizational Standard		Self-Assessment of Standard:		Supporting Documentation	CAA Comments	DSS Affirms Standard Met/Not Met	DSS Comments
9.1	The organization has a system or systems in place to track and report client demographics and services customers receive.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> CSBG Information Survey data report <input type="checkbox"/> Data system documentation and/or direct observation <input type="checkbox"/> Reports as used by staff, leadership, board or cognizant funder	<b>See: "TVCCA-2.4-CSBG Annual Report FY20"</b> Client demographics and services are tracked and reported from TVCCA's Tribeware software	Met	
9.2	The organization has a system or systems in place to track family, agency, and/or community outcomes.	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input type="checkbox"/> Data system documentation and/or direct observation <input checked="" type="checkbox"/> Reports as used by staff, leadership, board or cognizant funder	<b>See: "TVCCA-2.4-CSBG Annual Report FY20"</b> Outcomes are tracked in TVCCA's Tribeware software.	Met	

**CT Center of Excellence (COE) Organizational Standards**  
**Operations and Accountability**  
**Category 9: Data and Analysis**

CT COE Organizational Standard		Self-Assessment of Standard:		Supporting Documentation	CAA Comments	DSS Affirms Standard Met/Not Met	DSS Comments
9.3	<p>The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary.</p>	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> Strategic plan update / report  <input checked="" type="checkbox"/> Other outcome report  <input checked="" type="checkbox"/> Notes from staff analysis  <input checked="" type="checkbox"/> Board minutes  <input checked="" type="checkbox"/> Board pre-meeting materials / packets	<p>See "TVCCA-6.5-Board Mintues 4.27.21_FINAL"  <b>Board Portal:</b>  <a href="http://board.tvccainfosystems.com/wp-content/uploads/2021/04/Board-Package-4.27.21.pdf">http://board.tvccainfosystems.com/wp-content/uploads/2021/04/Board-Package-4.27.21.pdf</a>, Exhibit 6.2 - An update on the outcomes of TVCCA's strategic plan was considered by the Board at its April 2021 meeting            Additionally, TVCCA's Director of Contract Compliance &amp; Quality Assurance, along with program directors, provides the Board with near monthly programmatic reports. Below are some examples:  <b>Board Portal:</b>  <a href="http://board.tvccainfosystems.com/wp-content/uploads/2020/10/Board-Package-10.27.2020.pdf">http://board.tvccainfosystems.com/wp-content/uploads/2020/10/Board-Package-10.27.2020.pdf</a>, Pg. 5 (Exhibit 6.5) of the PDF in minutes of September 2020 meeting  <b>Board Portal:</b>  <a href="http://board.tvccainfosystems.com/wp-content/uploads/2021/03/Board-Package_3.23.2021.pdf">http://board.tvccainfosystems.com/wp-content/uploads/2021/03/Board-Package_3.23.2021.pdf</a>, pg 5 (Exhibit 6.4) of the PDF in minutes of February 2021 meeting; pg 23 (Exhibit 6.4) of the PDF for March 2021 meeting</p>	Met	
9.4	<p>The organization submits its annual CSBG Information Survey data report and its reflects client demographics and organization-wide</p>	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Not Met	<input checked="" type="checkbox"/> CSBG Information Survey Data Report  <input checked="" type="checkbox"/> Email or upload documentation reflecting submission	<p>See: "TVCCA-2.4-CSBG Annual Report FY20"   <b>File: "TVCCA-9.4-CSBG Submission"</b></p>	Met	

## CT Center of Excellence (COE) Organizational Standards

### Operations and Accountability

#### Category 9: Data and Analysis

<b>CT COE Organizational Standard</b>		<b>Self-Assessment of Standard:</b>		<b>Supporting Documentation</b>	<b>CAA Comments</b>	<b>DSS Affirms Standard Met/Not Met</b>	<b>DSS Comments</b>
client demographics and organization-wide outcomes.				___ Backup documentation gathered agency-wide to support this submission			

Standard	Met	Not Met
1.1	✓	
1.2	✓	
1.3	✓	
2.1	✓	
2.2	✓	
2.3	✓	
2.4	✓	
3.1	✓	
3.2	✓	
3.3	✓	
3.4	✓	
3.5	✓	
4.1	✓	
4.2	✓	
4.3	✓	
4.4	✓	
4.5	✓	
4.6	✓	
5.1	✓	
5.2	✓	
5.3	✓	
5.4	✓	
5.5	✓	
5.6	✓	
5.7	✓	
5.8	✓	
5.9	✓	
6.1	✓	
6.2	✓	
6.3	✓	
6.4	✓	
6.5	✓	
7.1	✓	
7.2	✓	

7.3	✓	
7.4	✓	
7.5	✓	
7.6	✓	
7.7	✓	
7.8	✓	
7.9	✓	
8.1	✓	
8.2	✓	
8.3	✓	
8.4	✓	
8.5	✓	
8.6	✓	
8.7	✓	
8.8	✓	
8.9	✓	
8.10	✓	
8.11	✓	
8.12	✓	
8.13	✓	
9.1	✓	
9.2	✓	
9.3	✓	
9.4	✓	

<b>Total</b>	<b>58</b>	<b>0</b>
	<b>Met</b>	<b>Not Met</b>