

Strong Workforce Program Year 1 Reporting Manual

FAQs

Q: Which users are reporting for SWP?

A: A list of users was nominated by Regional Consortia Leads and District Signing Authorities, and the list has been reviewed and validated by a variety of other authorities in the field and at the Chancellor's Office. If you don't have reporting permission and feel that you should, please click the help icon within NOVA to request access, or send an email to strongworkforcehelpdesk@cccoco.edu.

Q: Why don't I see the Fiscal Reporting link in the NOVA navigation menu?

A: If you do not see the Fiscal Reporting menu item you have not been assigned reporting permissions. Please click the help icon within NOVA to request access, or send an email to strongworkforcehelpdesk@cccoco.edu.

Q: Why do I only see SWP Local projects in my Fiscal Reporting dashboard?

A: You will only see projects for the funding streams for which you have been provided access. If you only see SWP Local projects, you have not been assigned fiscal reporting access for SWP Regional projects. If you feel this is an error, please click the help icon within NOVA to request access, or send an email to strongworkforcehelpdesk@cccoco.edu.

Q: How do I know what Fiscal Reporting permissions I have?

A: Locate the Profile Settings icon at the top right corner of NOVA. Scroll to the bottom and you will see NOVA User Roles. This will tell you the level of access you have for SWP Local and SWP Regional. You will either see Level 1 (Basic) or Level 2 (Advanced) for the funds to which you have been provided reporting access. Please see the SWP Reporting User Guide for a full explanation of access levels and their respective permissions.

Q: I have reporting permissions. Why don't I see any projects in my fiscal reporting dashboard?

A: You may not have a college assigned to you in your Profile Settings. Locate the profile icon in the top right corner, and click on Profile Settings. Then, scroll to SWP Fund Access & Associations to add one or more institutions under "College/District".

Q: Why am I not able to change the overall budget to a project?

A: Only users who are associated with the lead institution of a project or users who have Advanced Level permissions are able to adjust overall budgets.

Q: Am I able to move budget between colleges in a project?

A: Yes, if you have Advanced Level permissions. Click the Edit Budget button on the top menu. Once in the project, you may decrease one college's budget and increase another college's by the same amount. Advanced users may also increase the overall budget by simply adding budget to a college.

Q: The project has not met the 40% spending target stated, can I still submit the Fiscal Reporting?

A: Yes, the 40% spending target is a guideline not a requirement. Should you underspend, you will be asked to explain why the 40% guideline has not been met.

Q: Is there documentation that I may read to become familiar with NOVA and the Fiscal Reporting process?

A: Yes. Locate the help icon at the top right of NOVA. Once you click the question mark icon you will find links to this FAQ and User Manuals.

SWP Reporting Manual

Reporting Access/Permissions

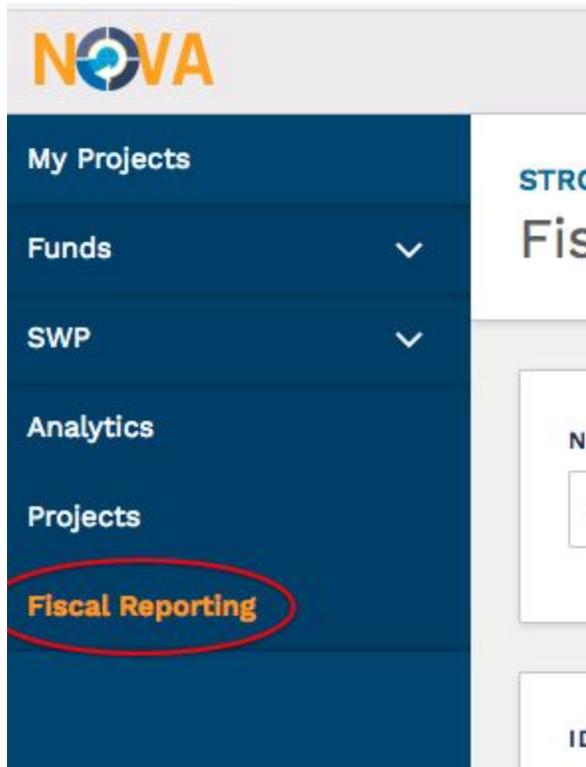
There are three levels of reporting permissions assignable to any user:

1. Basic Level
2. Advanced Level

These permission sets are assignable on a per-fund basis; in other words, a user might have one level of reporting permissions for SWP Regional and another level (or none at all) for SWP Local.

Permissions are granted by NOVA administrators based on input from Regional Consortia Leads, District Signing Authorities, and other local authorities. If you feel your level of access is insufficient or incorrect, please contact strongworkforcehelpdesk@cccco.edu.

If you have *any* one of the three levels of permissions granted to your user account, you will see a new link, “Fiscal Reporting”, appear in the navigation, as shown in the following screenshot:



Main Reporting Dashboard

Once clicked, this link will take you to the main Fiscal Reporting interface within NOVA:

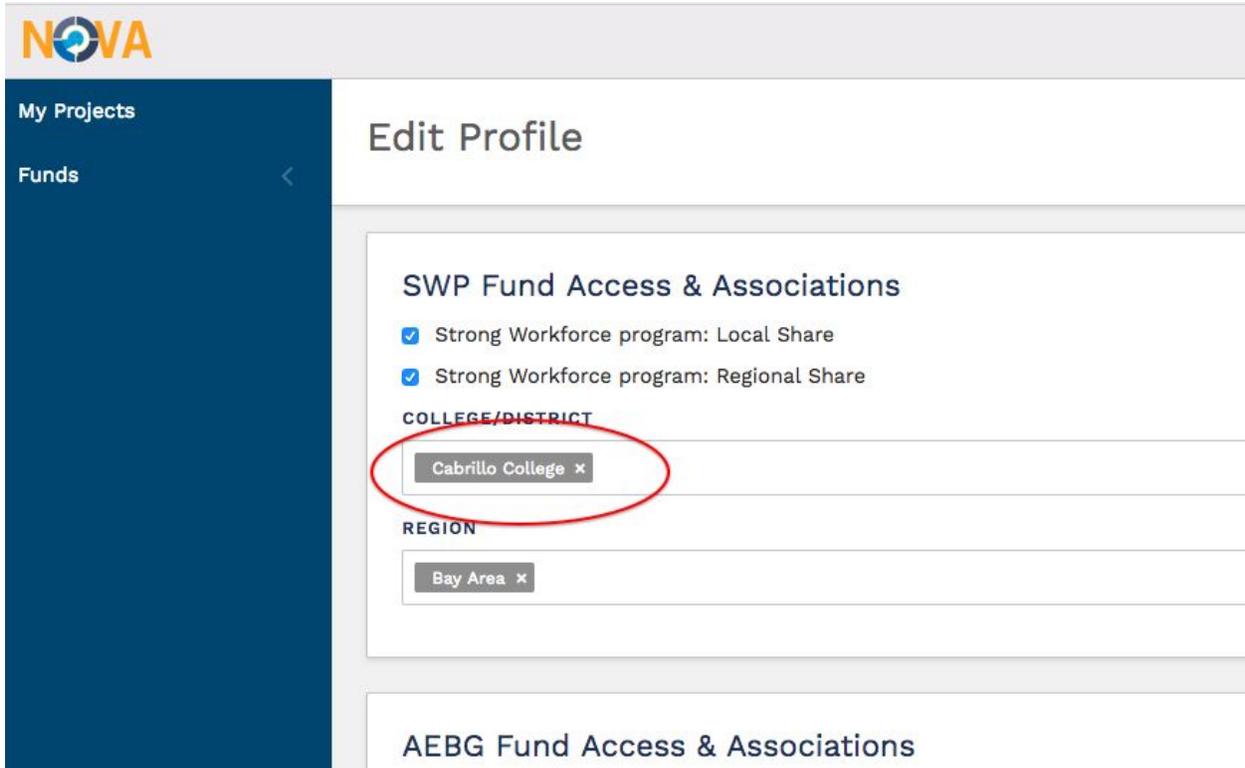
ID	PROJECT NAME	FUND	YEAR	BUDGET CHANGE	UNDER SPENDING	CHANGED GOALS	STATUS
217	Subregional Paramedic Program - Santa ...	SWP-R	2016...				Open
219	Santa Cruz - Monterey Sommelier Program	SWP-R	2016...				Open
223	Bay Area Public Safety	SWP-R	2016...				Open
91	Diversity in Tech: ICT Pathways	SWP-R	2016...				Open
72	Cyber Security Pathways - Cyberpatriots ...	SWP-R	2016...				Open
268	Cabrillo Strong Workforce Coordination - ...	SWP-R	2016...				Open
269	Cabrillo Dental Hygiene	SWP-R	2016...				Open
270	RadTech Advanced Modalities Training	SWP-R	2016...				Open
271	Medical Assisting Certification Preparation.	SWP-R	2016...				Open
282	Cabrillo Nurse Residency Program	SWP-R	2016...		\$		Open
29	Teacher Preparation Pipeline Collaborative	SWP-R	2016...				Open

11 total

This dashboard represents the projects in the current reporting cycle that are associated with the institutions from your Profile Settings page, and that you therefore have access to report on:

Profile Settings

Logout



For each Project, there are a number of “risk” columns. These will indicate if a project has reported:

- (1) Any change to the overall budget (implying recontracting may be required)
- (2) Under spending. This is calculated relative to an imaginary flat spending curve extending for 30 months. For example, at twelve months the expected expenditure would be 40% of the total budget, at 24 months 80%, and by the 30th month 100%.
- (3) Changed goals. This risk would be identified by certain data gathered in the “Program Status” section of the report.

Reporters or Monitors can sort the Project List by these risk factor columns, and surface projects that may need attention or follow-up.

You may also filter the Projects List by name, fund, or program year.

Fiscal Reporting Interface

Clicking on any of the project names on the dashboard will take you to a read-only preview of the report in its current state. In order to enter or edit values in the report, click on the “Edit Report” button in the header:

The screenshot shows the NOVA web application interface. On the left is a dark blue navigation sidebar with the following menu items: My Projects, Funds (with a dropdown arrow), SWP (with a dropdown arrow), Analytics, Projects, and Fiscal Reporting (highlighted in orange). The main content area has a header with the NOVA logo on the left and a user profile 'Nick Fogler' on the right. Below the header, the page title is 'FISCAL REPORTING: SWP REGIONAL 2016-17' followed by 'Subregional Paramedic Program - Santa Cruz - Monterey'. To the right of the title are four buttons: '<', 'EDIT BUDGET', 'EDIT METRICS', and 'EDIT REPORT' (which is circled in red), and a 'SUBMIT' button. The main content area is titled 'Proposal Report' and contains three sections: 'PROJECT GOALS, OUTCOMES, AND WORKPLAN...' with a text input field containing 'Remain substantially the same as proposed'; 'PROGRESS ON WORKPLAN' with a text input field containing 'We are progressing as projected in the project workplan'; and 'DO YOU ANTICIPATE BEING ABLE TO FULLY EXPEND THE FUNDS BUDGETED FOR 2016-17 ALLOCATION BY THE DECEMBER 31, 2018 EXPIRATION DATE?' with a text input field containing 'Yes'.

This will take you to an editable version of the Fiscal Report page.

Basic Level Users

On this screen, Basic Level Users may only enter fiscal report numbers for the colleges that are explicitly associated with them in their Profile Settings. Fiscal reporting for any other colleges involved in the project remain read-only.

Note: For Regional projects, if a user's associated college is the lead college for the project, that user will obtain upgraded Advanced Level permissions *for that project*.

Advanced Level Users

On this screen, Advanced Level Users may enter budgets for any college involved in the plan, even if some of those colleges are not specifically associated with their Profile Settings.

Current spending targets for each college are indicated as shown here:

Cabrillo College

CODES	BUDGET	YEAR 1	BALANCE	
1000 - INSTRUCTIONAL SALARIES	\$ 21,456	\$ 0	\$ 21,456	0%
3000 - EMPLOYEE BENEFITS	\$ 3,274	\$ 0	\$ 3,274	0%
4000 - SUPPLIES AND MATERIALS	\$ 3,270	\$ 0	\$ 3,270	0%
5000 - OTHER OPERATING EXPENSES AND SERVICES	\$ 12,000	\$ 0	\$ 12,000	0%
TOTAL	\$ 40,000	\$ -	\$ 40,000	0%

CURRENT SPENDING TARGET: 40%

If current spending targets are not met for each college in the project, a narrative field will appear asking for an explanation. If targets *are* met, the total in the balance column will turn green:

Cabrillo College

CODES	BUDGET	YEAR 1	BALANCE	
1000 - INSTRUCTIONAL SALARIES	\$ 21,456	\$ 10,000	\$ 11,456	47%
3000 - EMPLOYEE BENEFITS	\$ 3,274	\$ 2,000	\$ 1,274	61%
4000 - SUPPLIES AND MATERIALS	\$ 3,270	\$ 2,000	\$ 1,270	61%
5000 - OTHER OPERATING EXPENSES AND SERVICES	\$ 12,000	\$ 6,000	\$ 6,000	50%
TOTAL	\$ 40,000	\$ 20,000	\$ 20,000	50%

CURRENT SPENDING TARGET: 40%

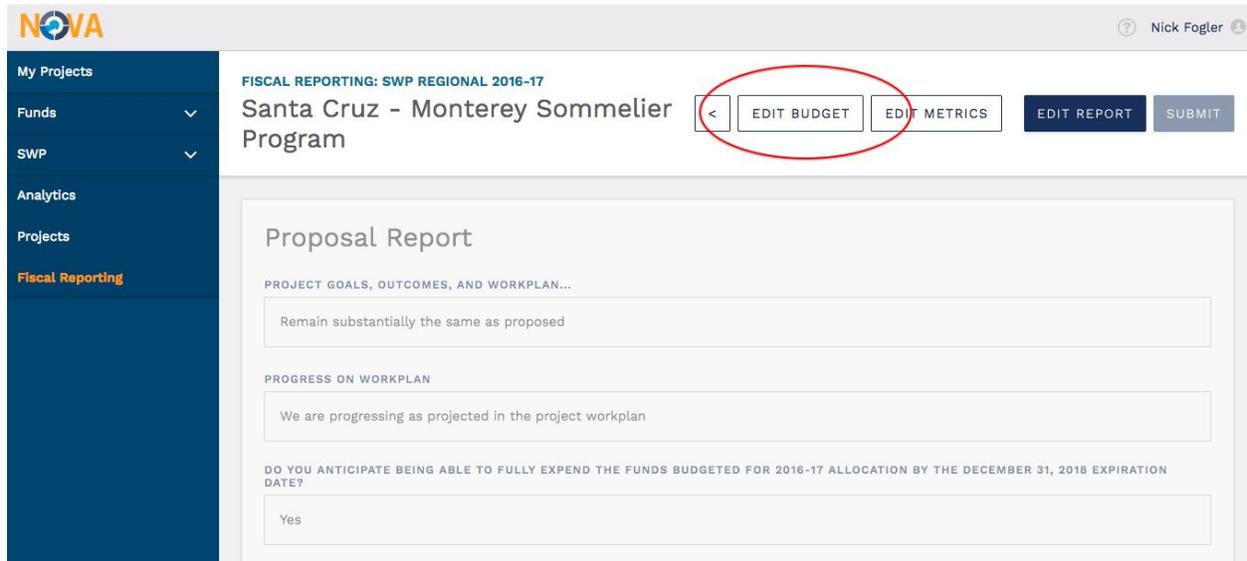
You may save changes and leave this screen at any time, however, the report will not be able to be submitted until all required fields are completed.

Submitting a Report

Once all colleges have entered their Fiscal Reporting data, all required narrative fields have been completed, and the Project Status questionnaire is complete, the report may be submitted. Only Advanced Level Users may submit the report. Basic Level Users will not see the submit button.

Editing Budgets

Often, budgets may need to change during the course of a project's life, and these budgets should be updated in order for Fiscal Reporting to track to the current plan. In order to update a project's budget items, click the "Edit Budget" button in the Fiscal Reporting project interface:



The screenshot shows the NOVA web interface. On the left is a dark blue sidebar with navigation options: My Projects, Funds, SWP, Analytics, Projects, and Fiscal Reporting (highlighted in orange). The main content area has a header with the NOVA logo, a user profile for Nick Fogler, and the text "FISCAL REPORTING: SWP REGIONAL 2016-17". Below this is the project title "Santa Cruz - Monterey Sommellerie Program". To the right of the title are four buttons: a left arrow, "EDIT BUDGET" (circled in red), "EDIT METRICS", "EDIT REPORT", and "SUBMIT". The main content area is titled "Proposal Report" and contains three text input fields with the following text: "PROJECT GOALS, OUTCOMES, AND WORKPLAN...", "Remain substantially the same as proposed", "PROGRESS ON WORKPLAN", "We are progressing as projected in the project workplan", and "DO YOU ANTICIPATE BEING ABLE TO FULLY EXPEND THE FUNDS BUDGETED FOR 2016-17 ALLOCATION BY THE DECEMBER 31, 2018 EXPIRATION DATE?", "Yes".

Note: Any change to budgets here is effectively changing the data in the underlying project plan as entered in the proposal phase.

Basic Level Users

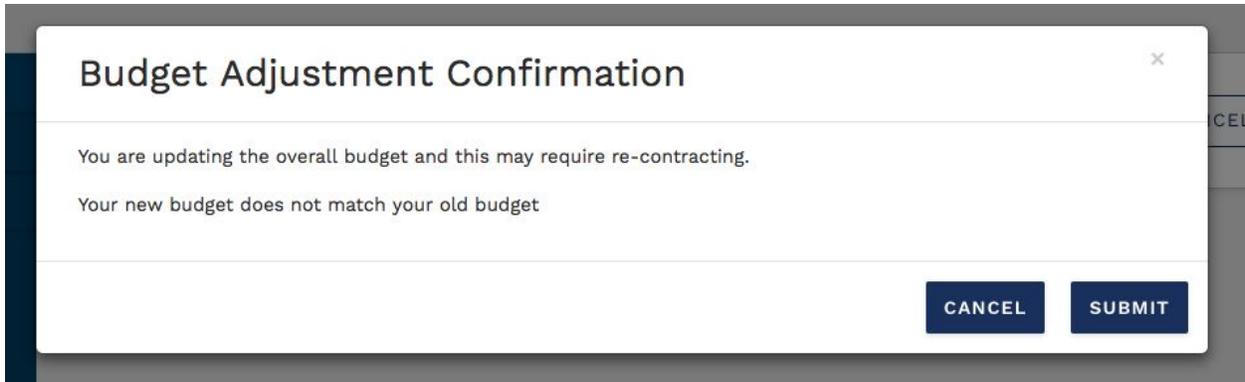
Basic Level Users may move budget amounts between existing or new Object Codes *within a college* that they are associated with, but may not change the overall budget for any college, or for the project as a whole.

Note: For Regional projects, if a user's associated college is the lead college for the project, that user will obtain upgraded Advanced Level permissions *for that project*.

Advanced Level Users

Advanced Level Users may move budget amounts between existing or new Object Codes for *any college* in the project, and may change the overall budget for any college or for the project as a whole.

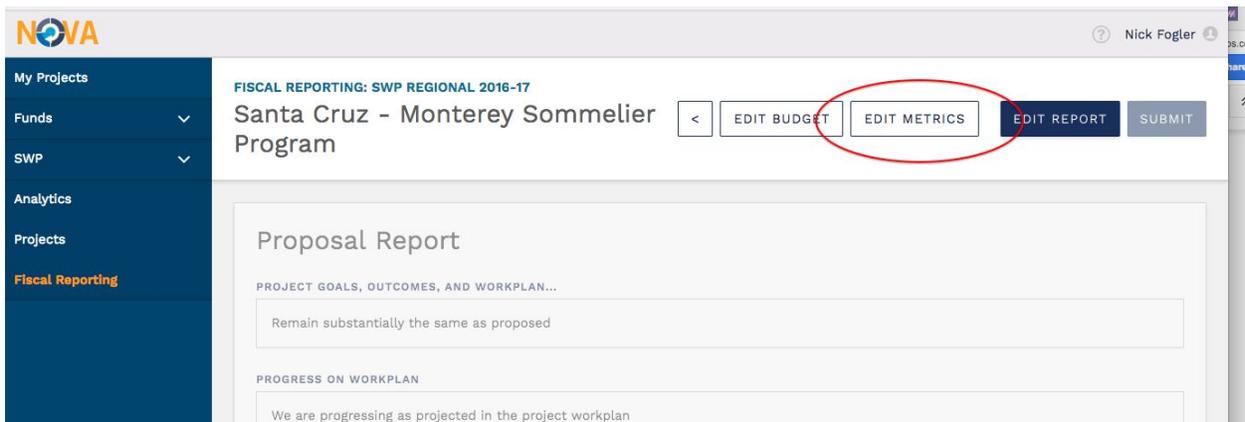
Any budget changes that affect the overall budget amount for a college or for the project as a whole will trigger a warning when you try to save:



Press submit if you're comfortable with the changes.

Editing Metrics

As with Budgets, Metrics projections can also change during the life of project, and should be updated during the reporting phase. Click the "Edit Metrics" button on the header to adjust metrics projections.



Important:

Metrics for SWP are no longer collected in the same format as was previously used for 2016-17. The old format asked for specific projected targets for each metric type. The new format asks simply if any improvement is projected, and if so, to enter a baseline value (to be derived from Launchboard).

If you decide to edit a 2016-17 SWP project's metrics, the project will update to the new format. If you had entered targets for a metric type in the proposal, that metric type will show as "checked", and will ask you input the baseline value and baseline year:

Cabrillo College - Culinary Arts (130630)

METRIC	BASELINE	BASELINE YEAR
<input checked="" type="checkbox"/> Number of Enrollments	0	
<input type="checkbox"/> Number of Students Who Got a Degree or Certificate		
<input type="checkbox"/> Number of Students Who Transferred		
<input type="checkbox"/> Employed in Two Quarters After Exit		
<input type="checkbox"/> Employed in Four Quarters After Exit		
<input type="checkbox"/> Median Earnings in Two Quarters After Exit		
<input type="checkbox"/> Job Closely Related to Field of Study		
<input type="checkbox"/> Change in Earnings		