



OPTIMA and CESF Educational Grant TIP Sheet

1. Please add "IL CESF Grant" to your Eligible Status table. To do this, please do the following:

In the LOOKUP TABLES go to CASES

Go to Eligible Status

Select the green ADD button and enter "IL CESF GRANT"

SAVE

This is the first step in ensuring all the youth you serve are counted in the grant report. All children served by a CASA or staff are eligible including educational cases. Please ensure all your children in Optima have this eligibility status assigned to them. If you need additional assistance with this, please contact Optima for additional training or help.

2. You will then need to add the appropriate drop-down activity types that will be pulled by the grant report:

In your Look up Tables---Cases----Volunteer Activity Types ensure you have the following drop downs:

1. Education/Learning Advocacy – This is the drop down that your staff/advocates will need to select for most of the educational advocacy being conducted for this grant.

- Subjects/Service Type (Examples)
 - *Connected child to Early Childhood Education Assessment*
 - *Teacher Conference*
 - *IEP's*

2. Tutoring

- Subjects/Service Type (Examples)
 - *Provided private tutoring*
 - *Informal tutoring or homework help*

3. Child/Visit Plus Educational Advocacy

- Subjects/Service Type (Examples)
 - *Home Visit and completed a puzzle with the child*
 - *This will be a catch all for any other educational advocacy type of activities*

4. Post-Secondary Support Advocacy

- Subjects/Service Type (Examples)
 - *College/Trade School Applications*
 - *Military Recruitment*
 - *Job Skills Training*

If your program strongly feels that they have another activity type, they want the State Office to consider please contact Vivian Palicki and we will review your suggestion.

3. The other major component that this grant is tracking is trainings attended by your staff. In order to have this data pulled into the report please ensure the following:

Go to Lookup Tables----Training---Training Topic: please add a topic titled “CESF Training”

All staff that attend any training offered by the State Office or in collaboration with other entities for educational topics should enter this training under the CESF Training category. This includes the Optima training held 10/22/2020, 10/27/2020 and 10/28/2020. We will have a calendar of trainings for the rest of the year available to you shortly.

The above steps are the major components that your program needs to take in order to ensure all contacts and activities your program performs are accounted for in the quarterly report that Optima is generating for the State Office. Once the report is completed and available it will be available for you to view under the Custom Reports—IL CESF Grant. It will be imperative of you to ensure you run this report periodically to ensure data is being pulled accurately. Your staff and volunteer do not need to use specific language in the contact logs, if the children in your program are assigned to this grant and all contact logs use one of the above activity types their work will be counted.

Any other extra tracking or documentation such as using the “To Do” tabs in Optima are not required by Illinois CASA at this time for grant purposes. During the training Optima staff mentioned these additional tasks to show the Local Programs other avenues of tracking the advocacy work your volunteers are completing.

Questions please contact: vivian@illinoiscasa.org