

Office on Volunteerism and Community Service

Electronic Systems Protocol for Virginia AmeriCorps Programs

I. Overview

The Office on Volunteerism and Community Service (OVCS) and its AmeriCorps subgrantees utilize two primary electronic systems for program and member management:

- A. MyAmeriCorps
- B. Virginia OnCorps

MyAmeriCorps is a member management “system-within-a-system”, located within eGrants, which is an application and reporting system developed and maintained by the Corporation for National and Community Service (CNCS). MyAmeriCorps is located within eGrants at: <https://egrants.cns.gov/espan/main/login.jsp>

Virginia OnCorps is a program management system developed by Settanni & Company, Inc. The OVCS contracts with Settanni & Company, Inc. on an annual basis for the use of a custom designed system unique to Virginia. All Virginia AmeriCorps programs share in the costs associated with ongoing development and maintenance of the system. Virginia OnCorps is located at: <http://www.americorpsva.org/>

II. Roles and Responsibilities

- A. AmeriCorps program directors are responsible for the proper use of electronic systems by individuals associated with their programs.
 - i. MyAmeriCorps – Individuals create their own eGrants account and have appropriate-level access granted by the organization’s Grantee Administrator;
 - 1. For additional information refer to the MyAmeriCorps tutorials or Power Point presentations on User Roles and Management – Parts I & II.
 - ii. Virginia OnCorps – Program directors create user profiles and issue initial passwords for all users.

III. Functionality and Usage

- A. MyAmeriCorps – the primary functions for which this system is used by programs includes;
 - i. Initial Set Up
 - 1. Verify and modify as necessary, organization and program information;
 - 2. Insure that all necessary users have created eGrants accounts and have been assigned appropriate user roles.
 - ii. Ongoing Functions
 - 1. Creating Service Opportunity (advertising your program to prospective AmeriCorps members);
 - 2. Inviting Prospective Members;

3. Receipt and Review of Applications;
4. Enrolling Members – this is the system into which you officially enroll AmeriCorps members;

* **ALL** member functions under number 5 below require written approval from the OVCS. Pro-rated education awards (requested as part of number 6 below) must be approved by OVCS – see Section 5 of the AmeriCorps Program Guidance Manual.

5. Changes to Member Status, Term, Etc. – program directors initiate requests for changes of member status, changes of term of service, and other member-related functions;
6. Member End of Term (Exit) Process – this is the system which communicates directly with the CNCS Trust, and thereby processes and issues members' Segal Education Award payments upon successful completion of a term of service.

B. Virginia OnCorps

i. Initial Set Up

1. Completion of Program Information under the Manage Records tab – after initial creation of a program's information by OVCS, each program completes the information as the first step to using the system;
 - a. Turn all email notifications to “**Yes**” – under the Tools tab, select Administrative Tools, then Notifications On/Off.
2. Enter program budget exactly as approved in final eGrants application;
 - a. An email will be automatically sent to OVCS fiscal officer upon submission of the budget.
3. Create Performance Measures using your final approved eGrants application;
 - a. Under the Reporting tab, select Submit Program Reports, then Create Performance Measures;
 - b. An email will be automatically sent to OVCS program officer upon submission of the performance measures.
4. Create Program Directors – including yourself and any additional program staff that you determine needs this level of system access, including the primary Fiscal staff;
5. Create Service Sites – the next step is for programs to create profiles for each of the locations where AmeriCorps members conduct their service;
6. Assign Site Supervisors – profiles for supervisors are created and they are assigned to one or more service locations;
7. Enroll Members – this is the second system into which you enroll members. Their enrollment into Virginia OnCorps is for reporting purposes only – there is no direct connection between Virginia OnCorps and the CNCS Trust.

8. Assign User Permissions – after each layer of user has been established, the program director assigns permissions to each user;
 - a. Under the Tools tab, select Administrative Tools, then User Permissions.
- ii. Ongoing Functions
 1. Member timekeeping – members enter timecards, supervisors and program directors review and approve them;
 - a. Paper time sheets are not a requirement. However, programs are responsible for insuring that supporting documentation exists for all time entries in Virginia OnCorps.
 2. Monthly program and fiscal reporting – program directors and/or fiscal staff submit monthly program and fiscal reports, OVCS program and fiscal officers review and approve reports;
 3. Quarterly performance measure and fiscal reporting – program directors/fiscal staff submit quarterly performance measure and fiscal reports, OVCS program and fiscal officers review and approves reports;
 4. Other reports as designed and implemented by the OVCS.

IV. Training and Technical Assistance

- A. MyAmeriCorps – tutorials and Power Point presentations are available at the Resource Center (<http://www.nationalservicerresources.org/ac-training-support-state>) covering all functionality;
- B. Virginia OnCorps –tutorials and FAQs are available under the Help tab at Virginia OnCorps (<http://www.americorpsva.org>);
- C. Program directors are responsible for providing orientation and training for both systems for all program/fiscal staff and AmeriCorps members.

V. FAQs

- A. See the Virginia-specific OnCorps FAQs available at the OVCS Website: http://www.vaservice.org/uploads/public/AmeriCorps_State_National/Forms_Applications/