Start-Up Checklist

I. Grant and Program Development
   - Develop logic model
   - Select and develop performance measurements
   - Develop program design
   - Write grant application
   - Develop budget

II. Program Start-Up
   A. Service Sites

      To Do:
      - Develop service site application
      - Distribute service site applications
      - Review and select service sites
      - Develop site agreements
      - Develop site supervisor handbook
      - Develop site supervisor orientation training
      - Create site supervisor training calendar
      - Schedule site supervisor training
      - Develop monitoring strategy and monitoring tool
      - Develop reporting and other due dates calendar
      - Develop site correction plans for non-performing or non-compliant sites
      - Develop expectations list for sites, program, and members

   Questions to Consider – Site Recruitment:
   - What are the match expectations for each site for both cash and in-kind?
   - What are the supervision expectations (i.e. weekly individuals meetings with members)?
   - How accessible will the performance measure data from the sites?
   - What will the sites role be in member recruitment?
   - What will the sites role be in member selection (i.e. sole interviewers, first interviewers, or second interviewers)?
   - Does the site understand that member training takes precedent over their site time?
   - Have you developed the member position descriptions to present to the sites?

   Questions to Consider – Site Selection:
   - Who will be the assigned supervisor and what is their supervisor style?
   - What is the availability of supervisor/site for training?
• Does the site understand the role of the AmeriCorps member?
• Does the site have enough “work” for the member to complete their hours?
• Will there be a designated “workspace” for the member(s) (i.e. access to computer)?
• Do the site needs match the specified grant activities?

B. Member Recruitment/Selection

To Do:
- Create member position descriptions
- Create an outreach and recruitment plan
- Develop member interview process
- Develop member selection tools and processes
- Post member positions on eGrants and other recruiting sites
- Develop flyers, brochures, and other mediums to get the word out
- Decide on site role in member recruitment/selection
- Develop member interview guide
- Create member interview confirmation letter/email
- Create member acceptance letter/email
- Create member rejection letter/email
- Develop NSCHC system and processes
- Develop an engagement process to keep applicants selected engaged prior to start date

Questions to Consider – Member Selection:
• Will there be any pre-screening of the applicants?
• Are you utilizing the National AmeriCorps application or a program developed application?
• Who will be conducting the interviews?
• How many interviews (i.e. 1 by program and 1 by site, etc.)?
• How much say does the site/site supervisor have in the selection process?
• If sites are conducting the interviews, are they aware of unallowable interview questions?
• Have you listed the positions in eGrants?
• What information will you be providing applicants at interviews (i.e. program calendar, informational sheet, etc.)?

C. Member Files/Enrollment

To Do:
- Develop member file template
- Develop systems for eligibility and documentation requirements
- Develop documents for eligibility and documentation requirements
- Develop self-audit system
- Develop member service agreement
- Collaborate with HR department for any agency required forms
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- Develop and copy member file forms including:
  - Healthcare acceptance/waiver (if FT members)
  - Childcare acceptance/waiver (if FT members)
  - Previous Service Term Check
  - W-4
  - I-9
  - Agency required forms
  - NSCHC Verification Forms
  - Member mid-term evaluation
  - Member final evaluation
- Create timesheet in OnCorps
- Add sites/supervisors to OnCorps
- Add all members to OnCorps
- Select healthcare provider (if FT members)
- Invite members through eGrants
- Develop on-boarding process and systems

Questions to Consider – Member Paperwork:
- If sites are interviewing applicants first, will they be collecting the NSCHC consents and copy of government-issued ID?
- When and how will the members complete the enrollment paperwork?
- If sites are spread out, how will member enrollment paperwork be collected?
- Who will be conducting each piece of the NSCHC?
- Who will be double-checking the NSCHC results?
- Who will be collecting the member enrollment paperwork?
- Who will be verifying correctness of member enrollment paperwork?
- What is the timeline for enrolling members in eGrants and OnCorps?
- Who will be enrolling members in eGrants and OnCorps?

D. Member Orientation and Training
- Develop member handbook
- Develop OnCorps training documents
- Develop member training calendar including Pre-Service Orientation and throughout term of service
- Develop orientation materials – power point, handouts, trainer notes, etc.
- Secure training locations
- Secure food if providing working meals
- Schedule and confirm any outside training providers

E. Member Supervision and Ongoing Communication
- Develop supervision strategy and systems for on-site and programmatic supervision
- Develop strategy for ongoing communication with members
F. Program/Grants/Fiscal Management
   □ Determine member gear and identification methods and order
   □ Create policies and procures manual that at a minimum includes:
   □ Develop systems for living allowance distribution
   □ Develop systems for time and activity tracking and reporting
   □ Develop systems for health care enrollment
   □ Develop systems for member enrollment and files
   □ Develop systems for NSCH compliance

G. Performance Management
   □ Develop systems to collect and report on data
   □ Understand and develop systems to report on the various components of the progress report
   □ Develop training and systems for members to follow in their role in data collection

H. New Program Director Hire and On-Boarding
   □ Develop Program Director Position Description
   □ Post program director position
   □ Develop interview questions
   □ Develop selection process
   □ Hire Program Director
   □ Create plan for on-boarding new program director