Organizational Standards

Implementation of the full ROMA Cycle
Use of Certified ROMA Trainers

Organizational Standards

Identifying Agency Capacity in three broad theme areas:

- **Maximum Feasible Participation**
  - Consumer Input and Involvement
  - Community Engagement
  - Community Assessment
- **Vision and Direction**
  - Organizational Leadership
  - Board Governance
  - Strategic Planning
- **Operations and Accountability**
  - Human Resource Management
  - Financial Operations and Oversight
  - Data and Analysis

IM 138

>> DOCUMENT regarding implementation of the Organizational Standards

CATEGORY FOUR: Organizational Leadership

- Community Action leadership is exemplified at all levels across the organization and starts with a mission that clarifies Community Action's work on poverty. A well-functioning board, and a focused chief executive officer (CEO)/executive director, well-trained and dedicated staff, and volunteers giving of themselves to help others will establish Community Action as the cornerstone and leverage point to address poverty across the community. Ensuring strong leadership both for today and into the future is critical.

- This category addresses the foundational elements of mission as well as the implementation of the Network's model of good performance management (ROMA). It ensures CAAs have taken steps to plan thoughtfully for today's work and tomorrow's leadership.

Standard 4.3

▸ The organization's Community Action plan and strategic plan <u>document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle</u> or comparable system (assessment, planning, implementation, achievement of results, and evaluation).

Implementing the Full ROMA Cycle

The Results Oriented Management and Accountability Cycle

Assessment
Community needs and resources, agency data

Planning
Use agency mission statement and assessment data to identify results and strategies

Implementation
Services and strategies produce results

Achievement of Results
Observe and report progress

Evaluation
Analyze data, compare with benchmarks
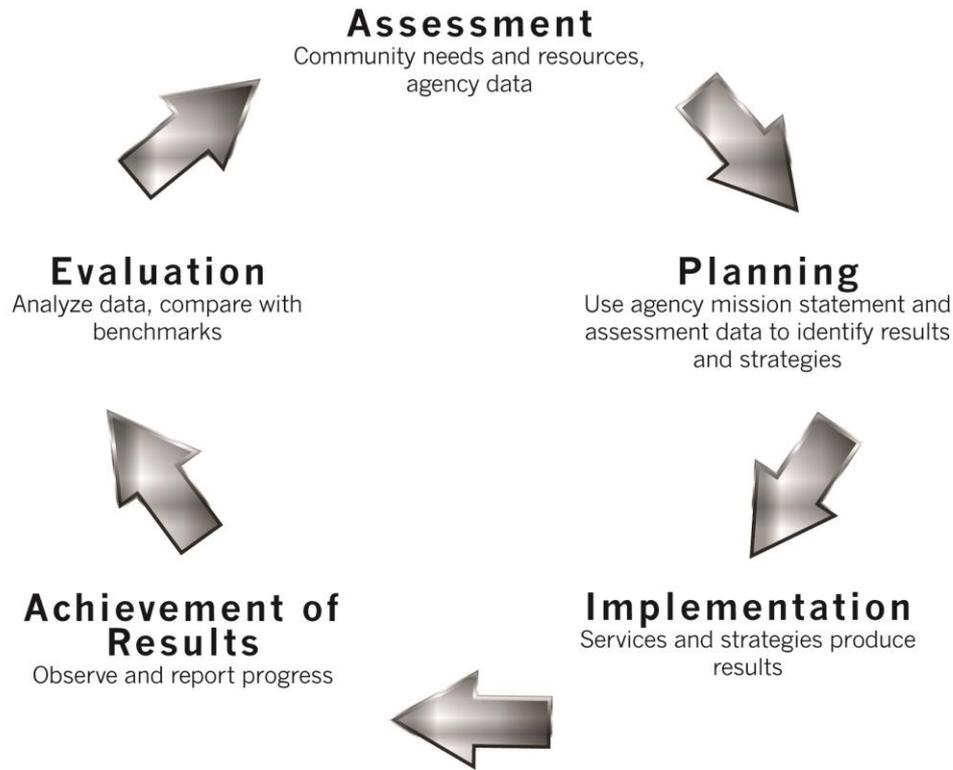
Guidance

- This Standard is intended to demonstrate the Eligible Entity's use of all of the phases of the ROMA Cycle in its work.
- The documentation for this integration can be found in its Community Assessment, Strategic Plan, and agency reports (to external entities and to its board).
- It is not intended to be a complex or burdensome description of use, but an affirmation that the agency engaged in thoughtful assessment of needs, planning to meet those needs, implementation of programs and services designed to meet those needs, collection of data, and an analysis of this data.
- Please provide a brief narrative describing your agency's use of each step of the ROMA Cycle using elements of your Community Assessment *and/or* Strategic Plan to do so.

Documentation found in-> Related to area \/	Community Assessment	Strategic Plan	Agency Reports
Assessment			
Planning			
Implementation			
Achievement of Results			
Evaluation			

4.3 mentions NCRTs

- In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.

Guidance/document for 4.3

▸ A Nationally Certified ROMA Trainer (NCRT) is to be accessed by each Eligible Entity during the course of the ROMA Cycle. This can be done through a conference call, in person consultation or training, etc. at some point during the cycle. Again, the documentation of this interaction is not meant to be burdensome, but a brief narrative describing the type of interaction with the Certified ROMA Trainer.
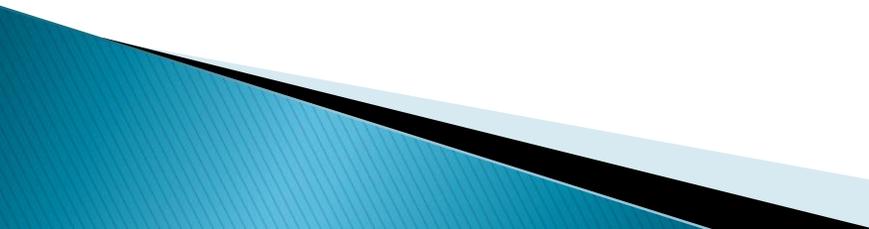
Name of Certified ROMA Trainer	
Relationship of Trainer to CAA (On staff, consultant, State Association, Other)	
Type of Interaction (in person or by phone/web meeting)	
Date(s) of Interaction	
Brief Description of Interaction	