

Program Name: Council for Women and Youth Involvement

Measurability Assessment Conducted by Program Evaluation Division

Overall Indicator Ratings and Table of Contents

	Overall Indicator Rating			Page Number
	Meets	Partially Meets	Does Not Meet	
1. Program does not duplicate other related programs.			✓	20
2. Program has a problem definition.	✓			21
3. Program has a logic model.		✓		23
4. Program is evidence-based.		✓		24
5. Program has conducted a scalability analysis.			✓	25
6. Program has a strategic plan.	✓			26
7. Program has performance measures.		✓		28
8. Program has a quality improvement system.			✓	30
9. Program has a risk assessment.		✓		31
10. Program has a financial forecast.		✓		32
11. Program has cost sharing documents.	✓			33
12. Program has conducted a staffing analysis.			✓	34
13. Program has an accounting system.	✓			35
14. Program is audited.		✓		36

Council for Women and Youth Involvement

The Council for Women and Youth Involvement is a division within the Department of Administration. The Council is comprised of the former Council for Women, former Domestic Violence Commission, and former Youth Advocacy and Involvement Office.

- **Mission:** To advise the governor and legislators on issues affecting women in North Carolina, advocate for and direct needed resources to front line programs serving victims of domestic violence or sexual assault or displaced homemakers in transition, and improve the quality of life for children and youth through advocacy, leadership development, positive youth programs, and education by real world experience
- **Statutory Authority:** N.C. Gen. Stat. § 143B-393
- **Service Population:** Women and youth populations

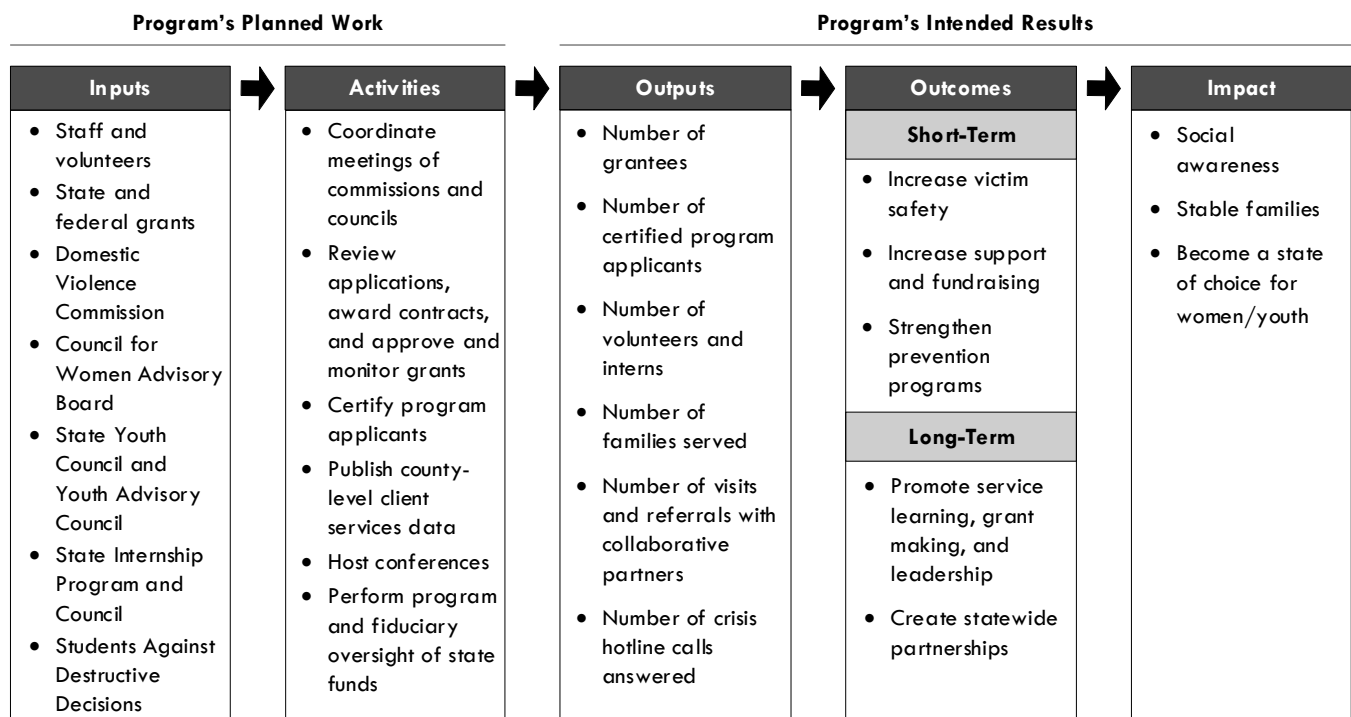
Fiscal Snapshot

	FY 2016–17	FY 2017–18	FY 2018–19
Total Requirements	\$13,248,726	\$13,610,221	\$13,085,221
Total Receipts	(\$4,018,127)	(\$4,018,127)	(\$4,018,127)
Appropriation	\$9,230,599	\$9,592,094	\$9,067,094
<hr/>			
Total Positions	17	17	17

Note: Receipts represent court fees for the Domestic Violence Center, Family Prevention and Services grant, and Human Trafficking grant.

Source: Program Evaluation Division based on OSBM's 2015–17 and 2017–19 Certified Budgets.

Logic Model Created by PED



Source: Program Evaluation Division based on information from the Council for Women and Youth Involvement.

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Indicators of a Clear and Unique Mission

Key Elements of Indicator 1: Avoids Duplication	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
1.1 Program has an inventory that identifies other current programs active in the policy area that address the same goal.			✓
1.2 Inventory demonstrates how the examined program is unique from the other related programs.			✓
1.3 Inventory identifies the purpose of each program.			✓
1.4 Inventory identifies the services, products, or functions each program is providing.			✓
1.5 Inventory identifies the target population served by each program.			✓
1.6 Inventory identifies how the program coordinates with other related programs to avoid wasteful competition and duplication.			✓
1.7 Inventory is updated periodically.			✓
	Overall Indicator Rating		
	Meets	Partially Meets	Does Not Meet
1. Program does not duplicate other related programs.			✓

Description: Although the Council for Women and Youth Involvement has a description of its own program, it does not have a program inventory that identifies other current programs active in the policy area that address the same goal. Therefore, the Council cannot demonstrate how it is unique from other related programs. To coordinate with other related programs to avoid wasteful competition and duplication,

- the Director of the Council serves on the Department of Public Safety, Governor’s Crime Commission, Crime Victims’ Service Committee and the Council for Women Advisory Board and Domestic Violence Commission and
- Council staff attend meetings of the Human Trafficking Commission.

These efforts help the Council coordinate with other related programs, but without an inventory, the Council cannot be sure it avoids wasteful competition and duplication.

Suggestions: The Council should conduct a scan of the public sector (both internal and external to its agency) and the nonprofit and private sector to identify any programs that are active in its policy area. For example, this scan could identify programs that provide funding to domestic violence programs and youth advocacy programs. Then, the Council should create an inventory that identifies other current programs active in the policy area that address the same goal as the Council, similar to the information the Council provided for state internship programs. The inventory should identify the purpose of each program; the services, products, or functions each program is providing; and the target population served by each program. The Council should include itself in the inventory so that it is clear which services the Council provides that no other programs provide. The inventory should demonstrate how the Council is unique from related programs and how it coordinates with those programs to avoid wasteful competition and duplication. The Council should update the program inventory periodically.

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Indicators of a Clear and Unique Mission (continued)

Key Elements of Indicator 2: Problem Definition	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
2.1 Problem definition is based on supportive evidence that clearly describes the nature and extent of the problem facing the individuals the program serves.	✓		
2.2 Problem definition identifies the major factors contributing to the problem.	✓		
2.3 Problem definition identifies current gaps in services or programs.	✓		
2.4 If program is based on a “promising approach” or “best practice,” problem definition provides a rationale for the transferability of the approach to the population the program serves. <i>If program is not based on a “promising approach” or “best practice,” enter N/A.</i>	✓		
Overall Indicator Rating			
	Meets	Partially Meets	Does Not Meet
2. Program has a problem definition.	✓		

Description: The Council for Women has a problem definition based on the following examples of supportive evidence:

- Institute for Women’s Policy Research data (2013) shows that, in North Carolina, women earn an average of \$7,000 less than men, women with a bachelor’s degree earn 29% less than men, and 17% of women live in poverty. In addition, North Carolina ranks 37th in the nation for percentage of women with health insurance.
- Institute for Women’s Policy Research data (2013) shows that nearly 9 out of 10 clients served by North Carolina sexual assault centers are women. A national survey (2010) found, in North Carolina, 1 in 5 women reported having experienced rape in their lifetime and 51% of women reported experiencing sexual assault other than rape in their lifetime.
- Institute for Women’s Policy Research data (2013) shows that, in North Carolina, more than four out of five clients served by domestic violence centers are women.
- The National Human Trafficking Hotline (2014) received 603 tips from North Carolina, the 10th highest call volume of all 50 states.

The problem definition identifies the major factor contributing to the problem is violence against women. The problem definition identifies the current gaps in services by reporting national data from the Family and Youth Services Bureau on how many clients were served by domestic violence programs and how many crisis calls were received. In the policy area of domestic violence, the problem definition states there are national evidence-based efforts that are transferable to North Carolina.

In addition, the Youth Advocacy and Involvement Office has a problem definition based on supportive evidence that a Liberty Mutual Insurance and Students Against Destructive Decisions study (2015) found teens are ignoring the basic rules of the road—from observing speed limits and wearing seatbelts to engaging in aggressive driving behaviors—and parents are largely unaware. The problem definition identifies the major factors contributing to the problem are drinking and driving, underage drinking, and destructive decision-making resulting from alcohol and other drug use. The problem definition identifies the current gaps in services by reporting data from the National

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Highway Traffic Safety Administration that the risk of a fatal crash goes up in direct relation to the number of teens in the car.

Suggestions: The Council could use the information it has from multiple sources to create an original document that would be a more concise and effective problem definition. The Council could provide more supportive evidence that clearly describes the nature and extent of the human trafficking problem. The Office could either describe the problems or state there are no problems that the Internship Program and State Youth Council are intended to address. To quantify current gaps in services, the Council and the Office could determine how much of the population in need of services is receiving them.

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Indicators of a Clear and Unique Mission (continued)

Key Elements of Indicator 3: Logic Model	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
3.1 Logic model includes specified inputs.	✓		
3.2 Logic model includes specified activities.	✓		
3.3 Logic model includes specified outputs.	✓		
3.4 Logic model includes specified short-term and long-term outcomes.	✓		
3.5 Logic model includes specified impacts.	✓		
3.6 The logic model has been shared with program staff and key stakeholders.			✓
3.7 The logic model is updated periodically.			✓
	Overall Indicator Rating		
	Meets	Partially Meets	Does Not Meet
3. Program has a logic model.		✓	

Description: The Council for Women and Youth Involvement has a logic model that includes specified inputs, such as staff, volunteers, and interns; commissions and councils; and state and federal grants. The logic model includes specified activities, such as reviewing, awarding, approving, and monitoring grant applicants. The logic model includes specified outputs, such as number of grantees, number of volunteers and interns, and number of crisis hotline calls answered. The logic model includes specified short-term outcomes (e.g., increase support and fundraising) and long-term outcomes (e.g., create statewide partnerships). The logic model includes specified impacts, such as stable families.

The Council did not provide documentation demonstrating it shares its logic model with staff and key stakeholders. The Council did not provide documentation demonstrating it updates its logic model periodically.

Suggestions: The Council should share its logic model with staff and key stakeholders. The Council should update its logic model periodically and indicate on the document when it was last updated. In addition, the Council's logic model could be strengthened in the following ways:

- describe activities with verbs and in a parallel format,
- phrase outcomes in terms of the direction of change expected (e.g., increased, decreased), and
- differentiate long-term outcomes from impacts.

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Indicators of a Focus on Results

Key Elements of Indicator 4: Evidence-Based	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
4.1 Program can demonstrate that its outcomes in North Carolina have been tested by a rigorous impact evaluation or that it uses a design that has been tested and found to be successful through multiple rigorous impact evaluations in other jurisdictions.		✓	
Overall Indicator Rating			
	Meets	Partially Meets	Does Not Meet
4. Program is evidence-based.		✓	
<p>Description: The Council for Women and Youth Involvement receives funds from the National Resource Center on Domestic Violence, whose Domestic Violence Evidence Project is a promising practice, and distributes those funds to North Carolina domestic violence programs. However, for its other primary services, the Council did not provide documentation demonstrating its outcomes in North Carolina have been tested by a rigorous impact evaluation or that it uses a design that has been tested and found to be successful through multiple rigorous impact evaluations in other jurisdictions.</p>			
<p>Suggestions: The Council should identify all of the primary services it offers, and each service should be subject to an impact evaluation. Impact evaluations determine the extent to which a program produces desired outcomes and intended improvements in the social conditions it was intended to ameliorate. Impact evaluations produce an estimate of the net effects of a program—the changes brought about by the intervention above and beyond those resulting from other processes and events affecting the targeted social conditions.</p>			

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Indicators of a Focus on Results (continued)

Key Elements of Indicator 5: Scalability Analysis	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
5.1 Scalability documents determine whether the program has robust evidence of its effectiveness.			✓
5.2 Scalability documents determine whether the program has the potential for substantially expanded reach and system adoption.			✓
5.3 Scalability documents determine whether an expanded program is acceptable to target groups and settings.			✓
5.4 Scalability documents determine whether an expanded program can be delivered at an acceptable cost.			✓
	Overall Indicator Rating		
	Meets	Partially Meets	Does Not Meet
5. Program has conducted a scalability analysis.			✓

Description: Although the Council for Women and Youth Involvement is a statewide program established in statute, it could still conduct a scalability analysis to determine whether it could have a greater impact if it had more resources such as more staff or newer technology. Although the Council provided information on its staff's ability to meet increased demands as the number of regional offices has decreased, this information does not demonstrate the Council has conducted a scalability analysis.

Suggestions: The Council should conduct a scalability analysis to determine whether it has robust evidence of its effectiveness and has the potential for substantially expanded reach and system adoption. The scalability analysis should determine whether an expanded program would be acceptable to target groups and settings and could be delivered at an acceptable cost.

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Indicators of a Focus on Results (continued)

Key Elements of Indicator 6: Strategic Plan	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
6.1 Strategic plan includes a mission statement.	✓		
6.2 Strategic plan includes a vision statement.	✓		
6.3 Strategic plan includes a values statement.	✓		
6.4 Strategic plan includes identified goals.	✓		
6.5 Strategic plan includes identified objectives.	✓		
6.6 Strategic plan includes performance measures.	✓		
6.7 Strategic plan is updated periodically.	✓		
Overall Indicator Rating			
	Meets	Partially Meets	Does Not Meet
6. Program has a strategic plan.	✓		

The Council for Women's strategic plan includes a mission statement: "to advise the governor and legislators on issues affecting women in North Carolina and to advocate for and direct the needed resources to front line programs serving victims of domestic violence or sexual assault or displaced homemakers in transition." The Council's strategic plan includes a vision statement: "We will strive to become more effective advocates for women's issues in North Carolina by improving our outreach, communications, and marketing of services and programs." The Council's strategic plan includes the following goals:

- increase visibility and advocacy outreach through CFW/DVC staff and board member participation in public awareness and educational presentations in the regions within the next 12 months;
- improve CFW/DVC's communication by channeling emails through the regions and by increasing the information available on the website and on listservs; and
- acquire grant administration technology and acquire additional personnel for grant administration and the mandated oversight of the abuser treatment programs.

The Council's strategic plan includes the following objectives:

- redesign the website so that all reports and forms are available;
- provide focused education, technical assistance, and training to increase the number of programs meeting performance measures;
- convert all grant forms and applications to online documents; and
- design a Public Awareness Campaign focusing on preventing violence against women.

The Council's strategic plan includes performance measures, which are discussed in Indicator 7.

The Youth Advocacy and Involvement Office's strategic plan includes a mission statement: "to improve the quality of life for North Carolina's children and youth through individual and system advocacy, leadership development, positive youth programs, and education by real world experience." The Office's strategic plan includes a vision statement: "Due to increasing need for our services, the growth in North Carolina's population, and a general requirement that state government become

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more responsive and accountable, the Office must become more effective and efficient in serving children and youth in North Carolina.”

The Office's strategic plan includes the following goals:

- improve marketing, outreach, and web-based communication with clients, partners, and other state agencies; and
- obtain support from various entities to expand the paid internship opportunities in state government that are offered to college/law students.

The Office's strategic plan includes the following objectives:

- provide outreach for Office programs and services to increase referrals and awareness;
- publicize paid internship placements to show benefits; and
- make website more youth friendly and introduce more social marketing tools (e.g., blogs, Facebook).

The Office's strategic plan includes performance measures, which are discussed in Indicator 7.

The Council for Women and Youth Involvement has a values statement: “quality, safety and health, accountability, continuous improvement and development, innovation and creativity, customer service, diversity and inclusion, excellence, and integrity.”

The Council for Women and Youth Involvement updates its strategic plan every two years in accordance with biennium budgets.

Suggestions: None.

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Indicators of a Focus on Results (continued)

Key Elements of Indicator 7: Performance Measurement	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
7.1 Performance measures assess key inputs.		✓	
7.2 Performance measures assess key outputs.	✓		
7.3 Performance measures assess efficiency/process.			✓
7.4 Performance measures assess quality.		✓	
7.5 Performance measures assess key outcomes.			✓
7.6 Program has a defined method for collecting performance data.			✓
7.7 Program has a standard format for reporting performance data.	✓		
7.8 Program validates performance measures periodically.			✓
7.9 Performance measures are regularly reported to managers, staff, and key stakeholders.			✓
7.10 Performance measures provide the level and type of data needed to conduct a rigorous evaluation of program impacts.			✓
	Overall Indicator Rating		
	Meets	Partially Meets	Does Not Meet
7. Program has performance measures.		✓	

Description: The Council for Women has performance measures that assess key outputs, such as

- number of unduplicated clients/victims served by domestic violence, substance abuse, and displaced homemaker grants,
- number of training and educational presentations by the Council and its funding organizations, and
- number of hits to the Council's website.

The Council has a standard format for reporting performance data.

Although the Council has performance measures that assess key inputs, such as staff, the Council did not provide documentation demonstrating it has performance measures to assess other key inputs, such as funding. In addition, the Council did not provide documentation demonstrating it has performance measures that assess efficiency/process, quality, or outcomes. Therefore, the Council does not have performance measures that provide the level and type of data needed to conduct a rigorous evaluation of program impacts.

The Council also did not provide documentation demonstrating it has a defined method for collecting performance data, validates its performance measures periodically, or regularly reports its performance measures to managers, staff, and key stakeholders.

The Youth Advocacy and Involvement Office has performance measures that assess key outputs, such as

- percentage of internship participants and supervisors who feel that the program is an overall success;
- number of youth exposed to positive community service experiences; and

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- amount of grants, gifts, and contributions raised to support Students Against Destructive Decisions and Youth Leadership Association conferences.

The Office has a performance measure that assesses quality (e.g., annual survey measuring perceived success of program) and has a standard format for reporting performance data.

Although the Office has performance measures that assess key inputs, such as funding, the Office did not provide documentation demonstrating it has performance measures for other key inputs, such as staff. In addition, the Office did not provide documentation demonstrating it has performance measures that assess efficiency/process or outcomes. Therefore, the Office does not have performance measures that provide the level and type of data needed to conduct a rigorous evaluation of program impacts.

The Office did not provide documentation demonstrating it has a defined method for collecting performance data, validates its performance measures periodically, or regularly reports its performance measures to managers, staff, and key stakeholders.

Suggestions: Both the Council for Women and the Youth Advocacy and Involvement Office should have performance measures that assess all of their key inputs, such as staff and funding, and they should report input data in the same document that they report output and outcome data. Both the Council and the Office should have performance measures that assess efficiency/process (i.e., the inputs used per unit of output). The Council for Women should have performance measures that assess quality (i.e., the degree to which services are delivered in accordance with pre-determined standards and/or whether customers are satisfied with the services they receive). Both the Council and the Office should have performance measures that assess key outcomes (e.g., increased safety for all victims of domestic violence and substance abuse).

In addition, both the Council and the Office should have a defined method for collecting performance data that explains what they are going to collect and how (e.g., who will be surveyed and how often). The Council and the Office should periodically validate the information that is being reported by reviewing data collection protocols and comparing reported information to a sample of source data. The Council and the Office also should ensure that performance data are regularly reported to managers, staff, and key stakeholders in formats that are user-friendly and meet their information needs.

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Indicators of a Focus on Results (continued)

Key Elements of Indicator 8: Quality Improvement System	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
8.1 Quality improvement system sets objectives, which have indicators, targets, and dates.			✓
8.2 Objectives are consistent with those set by the program's strategic plan and are updated annually.			✓
8.3 Quality improvement system monitors progress towards objectives through an action plan and milestones.			✓
8.4 Program takes remedial action if there is a performance shortfall.			✓
	Overall Indicator Rating		
	Meets	Partially Meets	Does Not Meet
8. Program has a quality improvement system.			✓
<p>Description: Although leadership staff of the Council for Women and Youth Involvement has weekly meetings to discuss program progress with leadership staff of the Department of Administration, these meetings do not constitute a quality improvement system. Therefore, the Council did not provide documentation demonstrating it has a quality improvement system.</p>			
<p>Suggestions: The Council should create a quality improvement system that sets annual objectives and then tracks performance towards these objectives on either a quarterly or monthly basis. The objectives should have indicators, targets, and dates, and the objectives should be consistent with the Council's strategic plan and updated annually. Progress towards objectives should be monitored through an action plan and milestones. The Council should take remedial action if there is a performance shortfall.</p>			

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Indicators of Sound Financial Management

Key Elements of Indicator 9: Risk Assessment	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
9.1 Risk profile identifies inherent risks, assesses the likelihood and impact of inherent risks, determines risk tolerance, and examines the suitability of existing controls and prioritizes residual risks.		✓	
9.2 Mitigation strategy identifies who is responsible for risk management activities, determines what control activities the program is using, establishes when the program is implementing activities, and determines where the program is focusing its activities.			✓
Overall Indicator Rating			
	Meets	Partially Meets	Does Not Meet
9. Program has a risk assessment.		✓	

Description: In accordance with N.C. Gen. Stat. §143D-7, the Department of Administration certifies to the State Controller that it performs an annual review of its system of internal control. The Department has designed internal controls to provide reasonable assurance regarding the reliability of financial reporting; compliance with certain provisions of law, regulations, contracts, and grant agreements; and the efficiency and effectiveness of its operations. However, the Council for Women and Youth Involvement did not provide documentation demonstrating it has a program-specific risk profile. The Department's monitoring plan for grantees is not a monitoring plan for the Department or for the Council.

Suggestions: The Council should conduct a risk assessment to identify potential financial, fraudulent, and legal hazards. Then, the Council should create a risk profile that identifies inherent risks, assesses the likelihood and impact of inherent risks, determines risk tolerance, and examines the suitability of existing controls and prioritizes residual risks. In addition, the Council should create a mitigation strategy that identifies who is responsible for risk management activities, determines what control activities the program is using, establishes when the program is implementing activities, and determines where the program is focusing its activities.

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Indicators of Sound Financial Management (continued)

Key Elements of Indicator 10: Financial Forecast	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
10.1 Financial forecast is conducted at least annually.	✓		
10.2 Financial forecast projects revenues and expenditures for at least 5 years.		✓	
10.3 Financial forecast breaks down projections into revenue and expenditure categories.	✓		
10.4 Financial forecast is based on a basic model of forecasting.	✓		
10.5 Financial forecast attempts to explain trends by discussing why revenue and expenditures are expected to increase or decrease.			✓
	Overall Indicator Rating		
	Meets	Partially Meets	Does Not Meet
10. Program has a financial forecast.		✓	

Description: The Council for Women and Youth Involvement follows the biennial budget preparation instructions from the Office of State Budget and Management to develop its financial forecast, and therefore the forecast is reviewed annually and breaks down projections into revenue and expenditure categories. Although the Office of State Budget and Management's budget development process requires the Council to conduct two years of financial forecasting, the Council did not provide documentation demonstrating it projects revenues and expenditures for at least five years. The financial forecast is based on a basic model of forecasting; it uses extrapolation by reviewing historical revenue and expenditure data to predict the future by projecting the trend forward subject to the restrictions required by the Office of State Budget and Management. The Council did not provide documentation demonstrating its financial forecast attempts to explain trends by discussing why revenues and expenditures are expected to increase or decrease.

Suggestions: During the budget development process, the Council should build in a long-term focus by including revenue and expenditure projections for at least five years in its annual plan. The forecasts should attempt to explain the trends they reveal by discussing why revenue and expenditures are expected to increase or decrease.

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Indicators of Sound Financial Management (continued)

Key Elements of Indicator 11: Cost Sharing	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
11.1 If program does not require cost sharing, documents include a description of why program does not require cost sharing. <i>If program does require cost sharing, enter N/A.</i>	✓		
11.2 If program does require cost sharing, documents include a description of cost sharing requirements. <i>If program does not require cost sharing, enter N/A.</i>	N/A		
11.3 If program does require cost sharing, documents describe the method used to set charges. <i>If program does not require cost sharing, enter N/A.</i>	N/A		
11.4 If program does require cost sharing, documents review cost sharing levels and recommend modifications as appropriate. <i>If program does not require cost sharing, enter N/A.</i>	N/A		
	Overall Indicator Rating		
	Meets	Partially Meets	Does Not Meet
11. Program has cost sharing documents.	✓		
Description: The Council for Women and Youth Involvement does not require program participants to pay for its services. Generally, participation costs are funded by voluntary dues and sponsorships.			
Suggestions: None.			

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Indicators of Sound Financial Management (continued)

Key Elements of Indicator 12: Staffing Analysis	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
12.1 Staffing analysis measures caseload and workload.			✓
12.2 Staffing analysis identifies trends and establishes internal benchmarks for efficient operations.			✓
	Overall Indicator Rating		
	Meets	Partially Meets	Does Not Meet
12. Program has conducted a staffing analysis.			✓

Description: The Department of Administration is participating in the Office of State Human Resources's Statewide Compensation System Project, which reviewed job descriptions to streamline job classifications, but this project is not a staffing analysis with measures of caseload and workload. Therefore, the Council for Women and Youth Involvement did not provide documentation demonstrating it has conducted a staffing analysis that measures caseload and workload or that identifies trends and establishes internal benchmarks for efficient operations.

Suggestions: The Council should conduct a staffing analysis to determine if its staffing levels are appropriate based on the volume of work it is required to perform. The staffing analysis should measure caseload (i.e., the number of cases that staff are assigned in a given time period) and workload (i.e., the amount of work required to manage assigned cases or perform certain tasks). The staffing analysis should identify trends and establish internal benchmarks for efficient operations by using historical data analysis, benchmarking, or business process mapping.

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Indicators of Sound Financial Management (continued)

Key Elements of Indicator 13: Accounting System	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
13.1 Accounting system includes assets, liabilities, fund equity and other credits, revenues, and expenditures.	✓		
13.2 Accounting system tracks financial information on a cash and accrual basis.	✓		
13.3 Accounting system is capable of producing financial statements required by the Governmental Accounting Standards Board.	✓		
	Overall Indicator Rating		
	Meets	Partially Meets	Does Not Meet
13. Program has an accounting system.	✓		
<p>Description: The Council for Women and Youth Involvement uses the North Carolina Accounting System. Therefore, its accounting system includes assets, liabilities, fund equity and other credits, revenues, and expenditures; tracks financial information on a cash and accrual basis; and is capable of producing financial statements required by the Governmental Accounting Standards Board.</p>			
<p>Suggestions: None.</p>			

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Indicators of Sound Financial Management (continued)

Key Elements of Indicator 14: Audit	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
14.1 Audit documents include a description of audit requirements.	✓		
14.2 Audit documents demonstrate accessibility of persons involved with the program; books, records, reports, vouchers, correspondence, files, personnel files, investments, and any other documentation of the program; and property, equipment, and facilities of the program.	✓		
14.3 Program maintains a record of prior audits, examinations, and evaluations.			✓
14.4 Program maintains a record of corrective actions taken in response to audit findings and recommendations.			✓
	Overall Indicator Rating		
	Meets	Partially Meets	Does Not Meet
14. Program is audited.		✓	

Description: The Council for Women and Youth Involvement has audit documents that include a description of audit requirements and that demonstrate accessibility of persons, documents, and property. In accordance with N.C. Gen. Stat. §143-746, the Department of Administration has an internal auditing program that audits the agency's major systems and controls periodically. The Department's internal auditor works in conjunction with the Secretary and senior staff to determine the audit schedule and reports findings to the Secretary and responsible managers for action. In addition, the Department complies with the Office of the State Auditor as required. However, the Council did not provide documentation demonstrating it maintains a record of prior audits, examinations, and evaluations. Also, the Council did not provide documentation demonstrating it maintains a record of corrective actions taken in response to audit findings and recommendations.

Suggestions: The Council should maintain a record of prior audits, examinations, and evaluations by listing key aspects of them (e.g., subject of audit, date completed, major findings) in a separate document from the audits themselves. The Council should maintain a record of corrective actions taken in response to audit findings and recommendations. The corrective actions could be listed in the separate document mentioned above.