

FY2026 OST Administrative Review Process for EDEY Specialized Providers

Background:

Public Health Management Corporation (PHMC) serves as the intermediary for the City of Philadelphia, Office of Children and Families' (OCF) Out of School Time Project (OST). These initiatives support nearly 400 unique programming opportunities and provide over 25,000 total seats for youth in grades K-12 throughout the city. These initiatives aim to provide quality out-of-school time programming to improve life skills, increase academic engagement, and prepare youth for higher education and employment.

PHMC is offering one options for the FY26 Administrative Review:

1. **Remote** – Documents are scanned as PDFs and uploaded to Cognito and to Cityspan (Staff Clearances); the provider participates in a remote review meeting, and complete attestations about adherence to document storage and maintenance practices regarding PA DHS required documents and attests to their understanding of additional requirements to be completed with the FY2027 Administrative Review.

What is the Goal of the Administrative Review?

The administrative review provides an opportunity to assess the contract and compliance performance of OST programs funded by PHMC. The review process is part of a unified accountability system designed to ensure that OST providers are meeting contractual requirements. The process allows PHMC to validate the quality of data entered into required data systems and identify and remediate any contractual or fiscal risks. This process should support agency continuous quality improvement (CQI) efforts, trigger technical assistance (TA) from the OST program team when needed, and inform internal decision making. There are no immediate financial implications for the initial review findings. Egregious findings will be referred for additional auditing, may result in corrective action activities, and may impact current and future contract status.

The process for providers that are PA DHS licensed will be streamlined to prevent duplication of review.

What Will Be Reviewed?

This year's abbreviated review will consist of a review of staff files and program expenses. Providers will also participate in technical assistance sessions that are designed to explain in detail the individual elements of all typically included items which will ensure providers are prepared for the full review in FY 2027. Each item in the following sections will specifically note whether it pertains to the FY26 review.

A full administrative review will include review of staff and child files, attendance records, program expenses, required site documents, and organizational contract forms. PHMC also reviews data found in the Cityspan DHS Participant Compliance Report – All Enrolled to ensure participant data, required uploads, and consents are present. EDEY Specialized organizations must fully read and understand the requirements for the full administrative review, which they will be held to in FY2026-27. An attestation of understanding will be required as part of this year's abbreviated review.

Staff Compliance Review

PHMC will expect that all staff listed on quarter 1, 2, and 3 expense reports who work directly with youth will have required clearances available in Cityspan. Providers are encouraged to review their Cityspan data for accuracy prior to the review.

Staff Records [included in FY26 review]

Providers **MUST** have all staff records available for any employees, volunteers, or consultants active during the current contract fiscal year that are funded by the OCF program budget, who worked directly with children, and contributed toward client/staff ratio levels.

All staff files will be reviewed. Consultants who are affiliated with an outside organization and provide services to the OST program as a representative of that agency are not required to have documentation on-site. However, consultants who provide services as individuals and not as representatives of an outside organization are required to have documentation on-site.

Providers will need to provide the following documents from every staff file for review:

- ✓ **Health Assessment**
 - **TB test results** (new staff)
- ✓ **Staff Clearances and Verifications**
 - **Criminal Record Clearance** (must be uploaded into Cityspan)
 - **Child Abuse Clearance** (must be uploaded into Cityspan)
 - **FBI Clearance** (must be uploaded into Cityspan)
 - **National Sex Offender Registry (NSOR) Verification** (must be uploaded into Cityspan; applicable to General Strategy ES and/or MS programs only)
 - **Signed Confidentiality Form**
 - **Mandated Reporter Training Completion Certificate**

Please note: Where relevant, copies of clearance requests should also be available (i.e. if a backlog in the clearance process has delayed completion for new hires). This does not replace the requirement for Providers to have clearances on file prior to staff working with children.

FY 2026 Expense Review [included in FY26 review]

The following item will be reviewed:

- ✓ **Quarter 3 Payroll Reports** for all staff charged to the FY2026 OST Budget, indicating minimum staff salaries and hourly payrates identified in the FY2026 SOPs are met or exceeded.

The Payroll Reports will be used to cross-check against the following:

- ✓ All staff listed on Payroll Report working directly with children must have Staff Profiles set up in Cityspan containing required clearances.
- ✓ Staff listed on payroll report must align with staff listed on quarter 1 and/or quarter 2 expense reports.

Site and Organizational Contract Documents Compliance Review [included in FY27 review]

Providers will need to provide the following documents for review:

- ✓ **Site Documents**
 - Emergency Preparedness Plan
 - PA DHS Certification (General Strategy, ES and/or MS providers only)
- ✓ **Organizational Contract Documents**
 - 501c3 Designation Letter
 - If applicable: updated W9
 - Board List Verification

Youth Records Compliance Review [included in FY27 review]

Providers **MUST** always have all youth records available for review for any clients active during the current contracted fiscal year. For the review process, the CS will review the records for 5 youth selected by the provider at each site. Providers will need to supply the following documents from each of the five child files for review:

- ✓ **Health Assessment** (shot records do not qualify as health assessments)
- ✓ **Emergency Contact Form** (dated 9/1/2025 or later.)
- ✓ **Current Means Test Worksheet**
- ✓ **OST Consent Form** (dated within 30 days of fall enrollment)

Attendance [included in FY27 review]

Providers **MUST** have all attendance records for participants (sign-in sheets and/or remote attendance tracking sheets) available for all invoiced months at the location of review. For the review process, the CS will review sign-in sheets for the month of December and compare attendance data for all enrolled youth.

The following attendance record items will be reviewed:

- ✓ **Attendance sheets for the month of December 2025** (or alternative month as identified by the Contract Specialist) to include:
 - Sign-In
 - All children grades three and above must sign themselves into the program each day with their full name and time of arrival
 - Sign-Out
 - All children and/or their parents/caregivers must sign themselves/their children out each day with their full name and time of dismissal
 - Staff may not sign out on behalf of children or their parents or caregivers
 - Programming dates at the top of every page

Cityspan DHS Participant Compliance Report – All Enrolled report [included in FY27 review]

This report can be found in the “DHS OST” menu, under the “Agency Custom Reports” tab in Cityspan. Providers are responsible for checking for the availability of this report in Cityspan as soon as they receive this document and should submit a ticket through the ServiceNow portal if they are unable to access it. ***Please do not wait until your Administrative Review begins to confirm the availability of this report.*** Providers are responsible for updating all participant data that is missing, highlighted in yellow, appears in red font or is otherwise incorrect.

The following columns of information found in the DHS Participant Compliance Report will be scored:

- ✓ **Column G (DOB)** – Must align with student’s grade as identified in column P.
- ✓ **Column N (School)** – May not be “Other” or “Unknown”
- ✓ **Column O (Student ID #)** – For SDP students only. Please confirm accuracy of Student ID #'s with student, family, or appropriate school contact.
- ✓ **Column P (Grade)** – Must align with Program Model (column D) unless a Model Adherence Waiver has been submitted and approved. Must be grades K-12.
- ✓ **Column R (Means Test Status)** – Participants may not have “Not Entered” or “Need Updated Means Test” as a response
- ✓ **Column T (Emergency Contact Consent Date)** – Dated 9/1/2025 or later.
- ✓ **Column U (SDP FERPA Consent Date)** – Needed within 30 days of enrollment – required for public and charter school students only.
- ✓ **Column V (OST Data Sharing Consent Date)** – Needed within 30 days of enrollment; youth cannot participate in program(s) until received if not completed within the grace period.
- ✓ **Column W (Health Assessment Date)** – Due within 90 days of enrollment date, and again 90 days after student moves into new OST Model (ex. Elementary à Middle or Middle → High). Immunization records alone are insufficient.

What Can You Expect?

Timeline for Review

The online submission process for the Abbreviated EDEY Specialized FY26 Administrative Review period will open on Friday, May 22nd, 2026, and **conclude on Friday, June 12th, 2026 at 11:59 pm.** Providers should immediately begin their internal review of all staff files to ensure that they are ready for review.

Upcoming Technical Assistance Sessions

PHMC has scheduled the following TA sessions to support provider questions and demonstrate how to successfully navigate Cityspan staff profiles.

Date / Time	Meeting Link
Monday, May 11, 10am	https://teams.microsoft.com/meet/294742803965640?p=bNkTB1bFmKnMFXi31r
Wednesday, May 20, 1pm	https://teams.microsoft.com/meet/256492986227828?p=iZHsnOSjw5LNovbbV0
Tuesday, June 2, 11am	https://teams.microsoft.com/meet/214418334642025?p=EQIJ6RivjkX8C77I46

Key Dates:

- Providers are required by the SOP to update Cityspan Staff profiles each month prior to invoice submission and ensure all required clearances and the mandated reporter training are available for review. **Required staff documents that have not been uploaded to Cityspan must be updated immediately.**
- **Wednesday, May 20th @ 1:00 pm:** Online Technical Assistance session offered to support Admin Review process. [Click here to join.](#)
- **Friday, May 22nd:** Providers may begin uploading payroll reports into Cognito, allowing the provider 3 business weeks to ensure all required documents are submitted.
 - For payroll reports, staff health assessments, signed confidentiality forms, and mandated

reporter training certificates, and provider attestations, providers should use the following link:
<https://www.cognitoforms.com/PHMC1/FY26RecordReviewEDEYSpecialized>

- **Thursday, May 28th @ 10:00 am:** Online Technical Assistance session offered to support Admin Review process. [Click here to join.](#)
- **Tuesday, June 2nd @ 11:00 am:** Online Technical Assistance session offered to support Admin Review process. [Click here to join.](#)
- **Friday, June 12th @ 11:59pm:** Cognito submission portals close. Failure to submit by this time will result in scores of 0 for all unsubmitted items.
- **Thursday, July 2nd:** PHMC Contract Specialist will issue initial scorecards to providers no later than this date.
- Providers will be allowed 2 weeks from receipt of their scorecard to resubmit missing or incomplete documents during a subsequent Performance Improvement Plan.
- **Friday, July 31st:** PHMC Contract Specialist will issue final scorecards to providers no later than this date. *PHMC may take immediate action upon completion of the Administrative Review Final Scorecard to conduct an additional on-site review, which may expand the initial review, if findings present health and safety concerns or are otherwise particularly egregious. Such findings may result in corrective action activities up to and including shifting the provider contracts into conditional status. These organizations may be subject to mandatory on-site reviews in future Administrative Reviews.*

Staff Contact Information:

For questions or additional information please contact your Contract Specialist directly at:

- Huan Baum: hbaum@phmc.org or (445) 321-1425