

## COPOS Monitoring Letter Instructions (Adding/Changing Repeating Paragraphs)

### Monitor Response Letter

The Program Specialist is able to write an agency monitoring letter in COPOS and then print it for review and mailing or save it and attach it to an e-mail to the agency. Information related to DCED and agency monitoring is maintained on the Monitoring Details table. Repeating paragraphs, that have been entered by a DCED Promoted System Admin, are available for selection to help create the agency's Monitoring Letter. [Information on adding, editing or deleting paragraphs](#) is found at the end of these instructions.

Masquerade as an agency to view their Monitoring Details by selecting **Admin -> New Edit Organization & Monitor Details**. The Organization Details screen has two tabs: Monitoring Details new and is the default), the new Monitor Letter screen, and the previously existing Organization Details.

### Edit Organization Information

Agency: Blueprints ▼ Select End Masquerade

Monitoring DetailsOrganization DetailsMonitor Letter

Monitoring Details		
Organization Name	Blueprints	
Monitoring Due for 2022	On-Site	Reason <span style="border: 1px solid #ccc; padding: 2px 5px;">3-Year</span>
Last Monitoring & Type	2/1/2021 Type Desk	
Last On-Site Monitoring	11/7/2019	
Risk Assessment	<input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; margin-bottom: 5px;" type="text"/> <span style="border: 1px solid #ccc; padding: 2px 5px;">mm/dd/yyyy</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">▼</span>	Risk Assessed <input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; margin-bottom: 5px;" type="text"/> <span style="border: 1px solid #ccc; padding: 2px 5px;">Enter a Number</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">▼</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Critical Issue</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">▼</span>
Planned Monitoring	<span style="border: 1px solid #ccc; padding: 2px 5px;">▼</span>	Scheduled Date <input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; margin-bottom: 5px;" type="text"/> <span style="border: 1px solid #ccc; padding: 2px 5px;">mm/dd/yyyy</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">▼</span>
Monitoring Completed	<input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; margin-bottom: 5px;" type="text"/> <span style="border: 1px solid #ccc; padding: 2px 5px;">mm/dd/yyyy</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">▼</span>	Type <span style="border: 1px solid #ccc; padding: 2px 5px;">▼</span>
Letter/Report Sent to Agency	<input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; margin-bottom: 5px;" type="text"/> <span style="border: 1px solid #ccc; padding: 2px 5px;">mm/dd/yyyy</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">▼</span>	
Action Required	<input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; margin-bottom: 5px;" type="text"/> <span style="border: 1px solid #ccc; padding: 2px 5px;">▼</span>	
Response Type/Received Date	<input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; margin-bottom: 5px;" type="text"/> <span style="border: 1px solid #ccc; padding: 2px 5px;">▼</span>	<input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; margin-bottom: 5px;" type="text"/> <span style="border: 1px solid #ccc; padding: 2px 5px;">mm/dd/yyyy</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">▼</span>
Response Rejected/Date	<input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; margin-bottom: 5px;" type="text"/> <span style="border: 1px solid #ccc; padding: 2px 5px;">▼</span>	<input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; margin-bottom: 5px;" type="text"/> <span style="border: 1px solid #ccc; padding: 2px 5px;">mm/dd/yyyy</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">▼</span>
Response Accepted	<input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; margin-bottom: 5px;" type="text"/> <span style="border: 1px solid #ccc; padding: 2px 5px;">mm/dd/yyyy</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">▼</span>	
<span style="border: 1px solid #ccc; padding: 2px 5px;">Save</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Cancel</span>		

**NOTE:** The Monitoring Details are available starting with the COPOS 2022 reporting year. The tab displays and is active. If a prior reporting year is selected, the tab displays but is not active (see below).

Agency: Blueprints ▼ Select End Masquerade

Monitoring DetailsOrganization DetailsMonitor Letter

## COPOS Monitoring Letter Instructions (Adding/Changing Repeating Paragraphs)

### Monitor Letter

To view a list of all of the current repeating paragraphs, select the **Download List of Available Paragraphs** link.

### Edit Organization Information

Agency: Berks Community Action Program, Inc

Monitoring DetailsOrganization DetailsMonitor Letter

[Download List of Available Paragraphs](#)

**DCED - Create Monitor Letter**

[Instructions](#)

Select New ParagraphBeginning - Accept RA Corrective Action



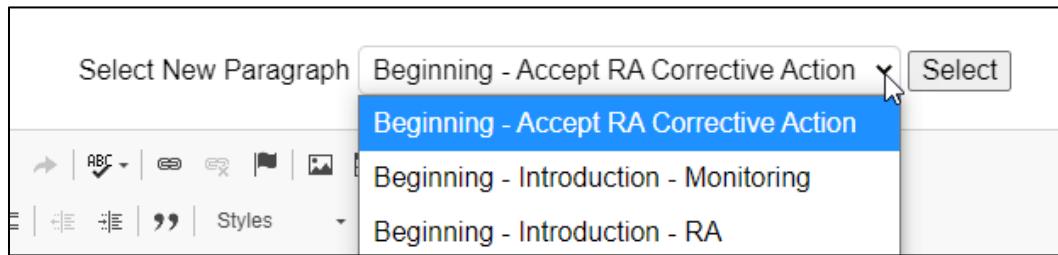
Rich text editor toolbar with various buttons for text, images, and tables.



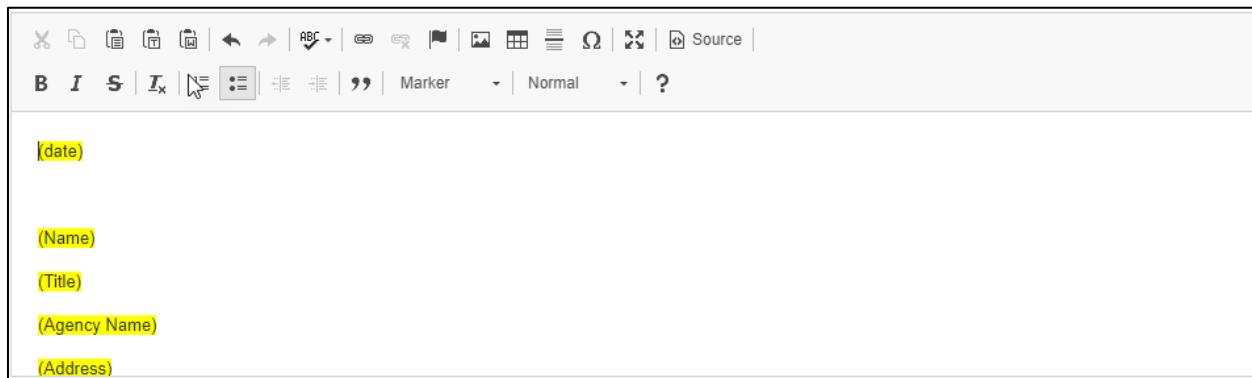
Rich text editor toolbar with various buttons for text, images, and tables.

The **Select New Paragraph** dropdown lists display all of repeating paragraph titles in alphabetical order and grouped by Beginning, Middle and End. Choose the desired paragraph then the Select button.

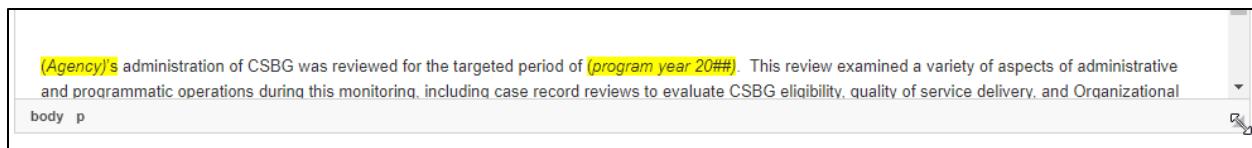
## COPOS Monitoring Letter Instructions (Adding/Changing Repeating Paragraphs)



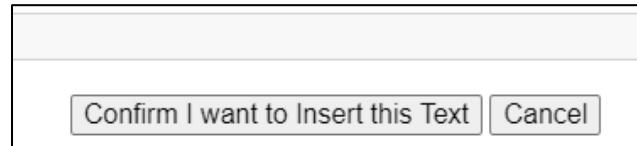
The selected paragraph's information displays in the top entry box. Items highlighted in yellow, indicate information must be entered by the Program Specialist. **NOTE:** When the letter is downloaded into Word, the highlighting will not display. To clear the top entry box, select the **Cancel** button.



If you want to view more of the paragraph's information in the box, place your cursor over the arrow in the lower, right-hand corner of the box then pull it to down to the right (too big – pull it up toward the left).



After entering or changing information in the paragraph, select the **Confirm I want to Insert this Text** button to display the information in the bottom box.



Continue to select paragraphs as needed from the dropdown list. Each paragraph selected will be added to the bottom of the section in the bottom entry box.

## COPOS Monitoring Letter Instructions (Adding/Changing Repeating Paragraphs)

Confirm I want to Insert this Text

02/02/2022  
Randy Smith-Young  
Executive Director  
COPOS Agency  
15 COPOS Way

Dear Randy Smith-Young:

This correspondence provides CA with the results of the Department of Community and Economic Development (DCED) on-site monitoring of your Community Services Block Grant (CSBG). Your CSBG Program Specialist, Melissa Tabb, conducted the review and discussed the results of monitoring at a preliminary exit conference with administrative staff on 01/31/2022.

CA's administration of CSBG was reviewed for the targeted period of 2022. This review examined a variety of aspects of administrative and programmatic operations during this monitoring, including case record reviews to evaluate CSBG eligibility, quality of service delivery, and Organizational Standards compliance. The detailed results of the monitoring review are included in the attached monitoring report.

This monitoring review disclosed the following: (1) finding, (1) recommended improvement, and (1) commendation.

Additional changes can be made to the paragraph information in the bottom entry box. When satisfied with the information, select the **Save** button. The Monitor Letter can be downloaded into an MS Word document for additional review and changes. **Suggestion:** If changes are made in the Word document, copy/paste them into the bottom entry box and select the **Save** button in the event someone else wants to view or update the letter in COPOS. Selecting the **Clear Contents** button removes all of the information displayed in the bottom entry box, which will allow the user to start over or allow another letter to be created for this agency.

## COPOS Monitoring Letter Instructions (Adding/Changing Repeating Paragraphs)



02/01/2022

*Randy Smith-Young  
Executive Director  
COPOS Agency  
100 COPOS Way*

Dear Randy Smith-Young:

This correspondence provides CA with the results of the Department of Community and Economic Development (DCED) on-site monitoring of your Community Services Block Grant (CSBG). Your CSBG Program Specialist, *Melissa Tabb*, conducted the review and discussed the results of monitoring at a preliminary exit conference with administrative staff on *January 31, 2022*.

CA's administration of CSBG was reviewed for the targeted period of 2021. This review examined a variety of aspects of administrative and programmatic operations during this monitoring, including case record reviews to evaluate CSBG eligibility, quality of service delivery, and Organizational Standards compliance. The detailed results of the monitoring review are included in the attached monitoring report.

This monitoring review disclosed the following: (1) finding, (1) recommended improvement, and (1) commendation.

### Repeating Paragraphs – Adding, Editing, Deleting

COPOS contains “repeating paragraphs” that are added to COPOS by a Promoted System Administrator using the **Admin -> Management Utilities Update Repeating Paragraphs for Agency Letter** link. The agency Program Specialist uses these selections to help create their Monitoring Letter to an agency.

### COPOS Administration

\* Promoted Roles Only Link

[Report Management](#) [Management Utilities](#) [Report Utilities](#) [Organizational Standards](#) [Transaction Logs](#) [Maintenance](#) [Misc](#)

[Active Users](#)  
[Administrative Email Listing](#)  
[COPOS Help Management\\*](#)  
[Email All Users](#)  
[Map Year-To-Year Data\\*](#)  
[Questions/Comments Log](#)  
[CFDA Number Updates\\*](#)  
[Update Repeating Paragraphs for Agency Letter\\*](#) 

## COPOS Monitoring Letter Instructions (Adding/Changing Repeating Paragraphs)

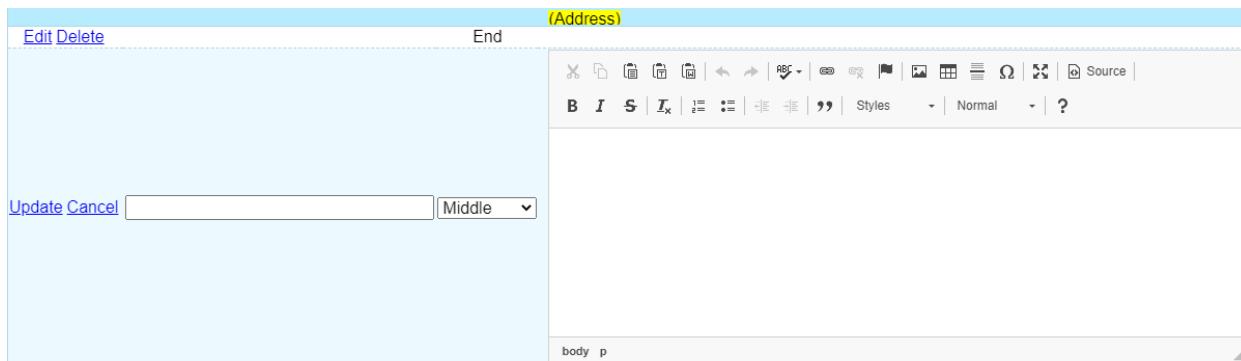
Numerous repeating paragraphs have been pre-loaded for the DCED Program Specialist (PS) to select to assist in creating an agency's monitoring letter. If a new paragraph is needed, select the **Insert New Paragraph** link.

Option	Title	Order	Repeating Paragraphs Table	Paragraph
			(date)	
<a href="#">Edit</a> <a href="#">Delete</a>	Introduction - Monitoring	Beginning	(Name) (Title) (Agency Name) (Address)	
<a href="#">Edit</a> <a href="#">Delete</a>		End		<a href="#">Insert New Paragraph</a>

A line displays at the bottom of the table with Edit and Delete links and below it, a section to enter the new paragraph information.

Enter the paragraph title in the box next to the Cancel link. Select the area of the letter where the information is to display (Beginning, Middle, or End). In the large entry box, enter or copy/paste the paragraph information. This information can be formatted in ways similar to using MS Word or Outlook. If there is information that the Program Specialist needs to complete when using the paragraph, place parentheses around the wording and highlight it in yellow (see above example).

When done, select the **Update** link. The information is displayed on the line at the bottom of the table with the Edit and Delete links. To change paragraph information, select the **Edit** link. The title and/or the paragraph information, which displays in the large box, can be changed. Select the **Update** link to save the changes or the **Cancel** link to not save the changes. Select the **Delete** link to remove the line from the Repeating Paragraphs table.



The screenshot shows a web-based editor interface. At the top, there is a table titled "Repeating Paragraphs Table" with columns for Option, Title, Order, Paragraph, and a large text area. The text area contains repeating paragraph information with placeholder text in yellow. Below the table is a large text entry area with a WYSIWYG toolbar. The toolbar includes standard text formatting buttons (bold, italic, underline, etc.) and a styles dropdown. At the bottom of the text entry area, there are "Update" and "Cancel" buttons, and a dropdown menu showing "Middle".