California Department of Public Health
Center for Family Health, Office of Family Planning Division

# Teen Pregnancy Prevention (TPP) Program

# Progress Report Refresher Presentation

**January 2009**

Revised 01/15/09



## Purpose of the Training

a) **To convey that the Progress Reports are utilized for the following purposes:**
   - To comply with the grant agreement.
   - To identify technical assistance requests/needs.
   - To provide a status regarding how the program is progressing.
   - To provide data for evaluation purposes.

b) **To review requirements for completing the progress report.**

# Agenda

1. Review of Progress Report Requirements
   a) Part 1 - TPP Progress Report
      - Cover Page - Section D (Pages 1 - 7)
      - Question and Answer
   b) Part 2 – Objective Status Form
      - Pages 1- 2
      - Question and Answer
   c) Attachments
      - Required Attachments
      - Question and Answer
2. Submission Requirements
3. Web Resources
4. Question and Answer Period



# Part 1 - TPP Progress Report Form

Part 1 - TPP Progress Report Form

## Cover Page

a) **Complete all required sections.**

b) **Grant Status Summary.**

- **#4 – Indicate Technical Assistance (TA) needs regarding the program, including TA specific to any objective.**
- **#4 – If you check “Yes,” describe the Technical Assistance (TA) needed in the narrative section on page 6 of the progress report.**



Part 1 - TPP Progress Report Form
Page 3

## A. Administrative Update

a) **Staff titles should be the same titles as indicated in the most recent, approved work plan and budget.**

b) **Indicate FTE% as it appears on the last approved budget within the 6-month reporting period.**

c) **Narrative should also indicate staff changes that have impacted the program. For instance, staff changes that may provide insight into program changes, challenges, etc.**

Part 1 - TPP Progress Report Form
Page 4

## B. Formal/Informal & Regional Collaborative Activities

a) The agenda and minutes must be submitted for formal collaborative.

b) Formal/Informal Collaborative Meetings should include subcontractors, and other agencies or individuals listed on the Collaborative Roster.

### Narrative Section

**Describe Collaborative Activities:**

- Local Collaborative (Formal or Informal)
- Regional Collaborative



Part 1 - TPP Progress Report Form
Page 5

## B. Formal/Informal & Regional Collaborative Activities

### Conferences and Training Attended this Period:

- List all training attended by staff.
  - Include training paid for by this grant, including mandatory trainings.
  - Include non-OFP sponsored/required training, if staff time to attend is paid for by this grant.

Part 1 - TPP Progress Report Form
Page 6

## C. Program Update

### Program Highlights:

- Provide information regarding milestones, successes, and/or accomplishments that were made in relation to your workplan objectives and program.

### Barriers and Resolution Efforts:

- Barriers should include a description of problems/challenges, and what has or will be done to overcome these challenges.

### Technical Assistance Needed:

- Describe any technical assistance (TA) needs you may have. Include TA needs that are specific to any objective, as indicated on the Objective Status Form.



Part 1 - TPP Progress Report Form
Page 7

## D. TPP Evaluation Activities

### CPI Evaluation Narrative:

- For the mid-year progress report, the narrative should describe CPI implementation process during the first 6 month period (July – December). Include information regarding the tool selected; and if it applies, the targeted population, sites of service, etc.
- For the year-end progress report, the narrative should simply state, "Refer to the attached CPI Summary."

### Technical Assistance Needed:

- Describe any technical assistance needed related to Evaluation.

# Q & A



# Part 2 – Objective Status Form

# Reminders!

It would be helpful to have a copy of your approved workplan to use as a reference as you complete your progress report.

One Objective Status Form must be completed per strategy and must correspond with the workplan.

The Clinical Service Linkage Strategy is the only strategy/objective that does require data regarding the number of participants served. If numbers are collected, this may be reported in the narrative section of the Objective Status Form.



## Part 2 – Objective Status Form
## Page 1

**Strategy:**

- If there is a sub-strategy, check the one that is applicable.

**Number of Participants Served:**

- The Projected/Targeted Number of participants must be indicated in the appropriate field under the column with the same name.
- This number must be identical to the Projected/Target Number of Participants for the corresponding workplan objective.
- Check the appropriate box: Multi-Session or Single Session, based on what was selected on the workplan.

Part 2 – Objective Status Form

## <u>Page 1</u>

**Breakdown of the Total Number of Participants Served in this Objective (Year-to-Date)**

- **The Breakdown of the Total Number of Participants served for each category, i.e. ethnic group, age group and gender must be consistent with the number indicated in the <u>NUMBER OF PARTICIPANTS SERVED</u> table, <u>Total Served (Year-to-Date)</u> column.**
  - **Depending on the objective on your workplan, this may be either Multi-Session or Single Session.**
  - **If the objective involves a Multi-Session Intervention, use the number corresponding to: <u>Enrolled Participants.</u>**



Part 2 – Objective Status Form

## <u>Page 1</u>

**Is Technical Assistance needed?**

- **If you check "Yes," use the narrative section to describe the situation and what type of assistance you may need.**
  - **Briefly state the need for TA on page 6 of <u>Part 1 – TPP Progress Report Form</u>.**
  - **Make sure that the need for TA is indicated in the Grant Status Summary #4 on the Cover Page of <u>Part 1 – TPP Progress Report Form</u>.**

**Objective is on track to be completed by June 30th of the current fiscal year.**

- **If you check "No," use the narrative section to describe the steps you will take to meet the objective.**

Part 2 – Objective Status Form

**Page 2**

**Narrative:**

- The narrative should report the following:
  - activities completed
  - accomplishments
  - barriers
- In describing your accomplishments, indicate how you have met your objective based on the outcome/process measures listed in your workplan.
- Anecdotal data may be provided in addition to this required information.



Q & A

# Attachments



**Attachment 1**

## Project Collaborative Roster

- List all collaborative members on the roster including Family PACT providers.

**Attachment 2**

## Family PACT Provider Clinical Linkage Form

- **Family Pact Provider Clinical Linkage forms must include the address and phone number as it appears on the Family PACT website.**

  **www.FamilyPACT.org**



**Attachment 3**

## Sites of Service Roster

- **Complete name, address and zip code of the sites where services were delivered during this reporting period.**

Attachment 4

## Community Match Report Form

- **Provide a breakdown of the contribution to justify the total amount contributed.**
- **If audited, it is the responsibility of the grantee to provide documentation that all contribution of funds is from non-governmental sources.**
- **Consult your Program Consultant with regards to what is considered an eligible contribution and/or match.**
- **You may refer to the Program Orientation Webinar, Community Match Portion**

http://www.etr.org/ofp/programs/CCG%20Community%20Match%20Workshop.ppt



# Q & A

# Submission Requirements

- The first Progress Report (Covering the period July – December 2008) is due February 1, 2009.
- The second Progress Report (Covering the period January –June 2009) is due August 1, 2009.
- The Progress Report <u>must be</u> electronically submitted to your Program Consultant only. (E-mail the report in the native PDF format, <u>do not scan</u> the report.)
- Program Consultant will forward report to the Evaluation Liaison upon final approval.
- Request extension from PC <u>prior</u> to due date, if necessary.



# Web Resources

To access e-mail addresses of the Program Consultants for TPP, all progress report forms, and Progress Report Instructional Guide, refer to the following websites:

## Office of Family Planning:

http://www.cdph.ca.gov/programs/tpp/Pages/default.aspx

## ETR Associates:

www.etr.org/ofp

**If you have any questions with regards to the material that was covered during this presentation, this is the opportunity to ask.**

**If you have specific programmatic questions with regards to your individual program, please contact your Program Consultant.**



*Thank you for participating!*

*We're looking forward to your progress report!*