



Progress Reports



Office of Family Planning
Teen Pregnancy Prevention Program
Information and Education Program
January 5, 2012

AGENDA

- **Welcome**
- Eileen Harvey, *Program Consultant*

Purpose of Progress Reports

- Contractually required (Exhibit A, Attachment IV Provision 1)
- Ensure that Grantees meet program and contract requirements
- Increase opportunities for Program Consultants (PC) to provide technical assistance (TA)
- Develop PC's understanding of challenges and successes in program implementation
- Collect data to measure performance

Who Must Report?

- All Information and Education (I&E) Program Grantees

What Do I Report?

- Program information and activities completed during the past six months:
 - Progress towards completing approved objectives
 - Family Pact Clinical Services Linkages
 - TPP Regional Network Activities
 - Administrative Activities
 - Agency Description and Other Types of Funding
 - Conferences, Trainings and Webinars
 - Continuous Program Improvement

When are Progress Reports Due?

Reporting Periods

Due Dates

July 1 through December 31

February 1

January 1 through June 30

August 1

Final Report 1/1/2016 – 6/30/2016

June 30

Due dates that fall on a weekend or holiday are extended to the next business day.

Reports received after the due date are late.

How Do I Submit the Report?

- Download the reporting documents from the website and save
- Complete the report and save
- Email the report to your PC before or on the due date
- Faxed, scanned, or mailed paper copies will not be accepted

How Long do I Retain the Reports?

- Maintain Progress Report documents and supportive documents “...for a period of three years from the date of final payment...”
- Or longer, if “...litigation, claim, negotiation, audit or other action...has been started before the expiration of the three-year period...”
 - Exhibit D(F), Provision 7

Completing the Report An Overview

- Review Progress Report Completion Instructions before beginning
- Gather data throughout reporting period
- Complete report documents
- Proof read
- Complete internal reviews and edits, if necessary
- Submit timely to your assigned PC

Review Before Beginning

- Progress Report Completion Instructions (website)
- Approved workplan

Data

- Gather data during the six month period using tools described in workplan
- Enter data from supporting documentation
- Use narrative sections to describe activities completed, challenges encountered, and technical assistance needed, process measure results and tracking tools, etc.

Progress Report Check List

Grantee Name: Futures First 12-12345

Reporting Period: July 1 - Dec 31 Mid Year FY 2011-12

Grantee Contact Person
Ellen Kurtz

Phone number
(123) 123-1234

E-mail Address
ekurtz@ff.org

Mailing Address
1234 Someplace, Heavenly CA 96112

Program Consultant
Susie Smiley

Contract Manager
Mary Mighty

Report Checklist (Progress Report must include all items listed)	
<input checked="" type="checkbox"/>	Core Intervention (Life Skills) Report
<input checked="" type="checkbox"/>	Supplemental Intervention Report – one per supplemental intervention
<input checked="" type="checkbox"/>	Family PACT Clinical Services Linkages Report
<input checked="" type="checkbox"/>	Regional Network Report
<input checked="" type="checkbox"/>	Administrative Activities Report
<input checked="" type="checkbox"/>	Agency Description and Other Types of Funding
<input checked="" type="checkbox"/>	Conferences, Trainings and Webinars
<input checked="" type="checkbox"/>	Continuous Program Improvement Report
<input type="checkbox"/>	Three-year Sustainability Plan (not applicable in FY 2011-2012)
<input type="checkbox"/>	Five-year Project Action Plan (not applicable in FY 2011-2012)

Core Intervention Report

Grantee Name: Futures First 12-12345

Reporting Period: July 1 - Dec 31 Mid Year FY 2011-12

Objective Number: 1

Core Intervention - Life Skills

Objective Statement: By June 30, 2012 100 male and female youth, who are of a 1st and/or 2nd generation Hispanic migrant population, will receive Life Skill Education activities through three learning objectives.

Mandatory Learning Objective: Provide referrals and promote access to Family PACT clinic services and other community services.

First Additional Learning Objective: Increase performance in, and connections to school.

Second Additional Learning Objective: Increase partner communication skills.

Sites of service: La Casa Community Center, Kerman High School Herndon Alternative High School

Total instruction time: 540 minutes

Number of sessions: 3, consisting of 3, 1 hour classes

Length of sessions: 60 minutes

Core Intervention Report

- Report activities completed during the reporting period.
- Report on challenges completing activities and steps taken to resolve challenges.
- Report on Process Measures, Short Term results, and Behavioral Outcomes met.
- Describe Qualitative Outcomes.
- Request technical assistance if needed.

Note: Table will expand as you enter text.

Activities, Challenges, Technical Assistance:

- We identified sites outside the MSSA where youth frequently visit; established relationships with three Hispanic organizations, and will provide services at two.
- We negotiated MOUS with La Casa Community Center, Central Community Center, Kerman High School and Herndon Alternative High School. They agree to advertise, recruit participants, and provide rooms for the Life Skills Objective. Schools will maintain sign-in sheets due to Student Privacy rules.
- MOUS were signed with three Family PACT clinics serving Hispanic youth.
- Life Skill lesson plans, class materials and evaluation materials were developed, reviewed, and approved by our Program Consultant.
- Began recruiting participants for Life Skills Education in Mid-December.
- Developed recruitment and retention plan.
- Getting youth to come to a clinic tour is challenging. We had many no-shows. Many participants are not available after school due to taking care of siblings or having jobs. We will request food / gift voucher donations from three local stores and present them to the youth as incentives after the clinic tour.

Core Intervention Report

Process Measures results and tracking tool(s) used:

- 84% of the participants completed the intervention. (63 completers of 75 participants). This was tracked by reviewing the sign-in sheets.
- 2 interventions were conducted in two locations: La Casa Community Center and Kerman High School.
- Distributed 80 Family PACT clinic referral materials.
- 35% of participants attended a clinic tour (22 of 63 completers) Tracked anonymously using Family PACT log, tour sign-in sheet.

Short-Term Outcomes and tracking tool(s) used:

All data collected on exit survey or post -tests.

- 90% (57 of 63) of participants state they will use condoms during their next sexual encounter.
- 67% (42 of 63) of participants report increased confidence to negotiate condom use.
- 87% (55 of 63) of participants report increased knowledge about avoiding pregnancy and STI.
- 90% (57 of 63) of participants state they will go to a Family FACT provider.
- 67% (42 of 63) of participants report goal of increasing academic performance.
- 87% (55 of 63) of participants report increased knowledge of accessing community services.
- 67% (42 of 63) of participants report increased communication skills with sexual partner.

Core Intervention Report

Behavioral Outcomes:

Based on statements from participants, all behavioral outcomes have been met.

Qualitative Outcomes:

Based on comments, classes are helping youth think about pregnancy prevention and are willing to talk to their friends or family about Family PACT services.

“I’m not so embarrassed to talk to my girlfriend about using condoms since taking this class.”

“I want my brother to take this class so he won’t get his girlfriend pregnant.”

“So glad to know that Family PACT won’t call my Mom and is free.”

Core Intervention Report

POPULATION CHARACTERISTICS																
(Participants who completed this intervention. Mark all that apply.)																
	American Indian or Alaska Native		Asian		Black/ African American		Latino/ Hispanic		Pacific Islander		White/ Caucasian		Multi-racial/ Multi-ethnic		Other	
Gender/Age	Number		Number		Number		Number		Number		Number		Number		Number	
Male																
11 & under																
12-14																
15-17					2		11									
18-19							7									
20-24					1		2									
Female																
11 & under																
12-14																
15-17					8		18									
18-19							12									
20-24							2									
Total & Percent by Race/Ethnicity		%		%	11	17%	52	82%		%		%		%		%

Supplemental Intervention Report

Grantee Name: Futures First 12-12345

Reporting Period: July 1 - Dec 31 Mid Year FY 2011-12

Objective Number: 2

Objective Statement: By June 30, 2012, 400 youth and parents will receive information about pregnancy and STI prevention and information about Family PACT or Medi-Cal clinical services through Targeted Prevention Activities.

Sites of service: Fresno East Central Mall, Public High School A

Total instruction time: 52.5 hours

Number of sessions: 210

Length of sessions: 15 min

- Information Presentations
- Targeted Prevention Activities
- Parenting Teens Education and Support
- Parent-Child Sexuality Communication
- Peer-Based Education
- Youth Leadership
- Teen Theatre
- Mentoring
- Community Awareness and Mobilization
- Social Networking
- Other: [Click here to enter text.](#)

Supplemental Intervention Report

- Report activities completed during the reporting period.
- Report on challenges completing activities and steps taken to resolve challenges.
- Report on Process Measures, Short Term results, and Behavioral Outcomes met.
- Describe Qualitative Outcomes.
- Request technical assistance if needed.

Note: Table will expand as you enter text.

Activities, Challenges, Technical Assistance:

- Contacted High Schools and Fresno East Central Mall to present information about pregnancy prevention and Family PACT clinical services.
- Received permission to distribute materials from both locations after lengthy negotiation about times and location in the Mall. Mall restricted us to after 9 pm in front of theaters so we wouldn't bother families with young children..
- Continuing to develop relationships with other Family PACT clinics.
- Received clinic referral cards from two clinics
- Created talking points.
- Purchased handouts with clinic, pregnancy prevention and STI prevention information
- Staff developed Data sheets and spread sheet to compile data
- Data sheet completed for most participants
- Participant contacts average 15 minutes per person
- Staff developing recruitment plan.

Supplemental Intervention Report

Process Measures results and tracking tool (s) used:

- 52% (210) of 400 participants received information about Family PACT services and clinic locations
- 190 data sheets were completed
- Held at two locations
- 90% (189 of 210) of contacts lasted a minimum of 15 minutes
- 70% (147 of 210) of contacts accepted a clinic referral card

Short-Term Outcomes and tracking tool (s) used:

- 70% (147 of 210) indicated they will go to the clinic for reproductive health services
- 90% (189 of 210) stated they will use condoms during the next sexual encounter
- 90% (189 of 210) stated they learned more about how to avoid pregnancy at the end of the contact
- Used Data Sheet, tracked number of referral cards handed out

Behavioral Outcomes:

- Participants claimed they would go to the clinic and use condoms.

Qualitative Outcomes:

- Some participants said they didn't know services were free, but would go now that they knew that.

Supplemental Intervention Report

Population Characteristics not required for Community Awareness and Mobilization and Social Networking.

POPULATION CHARACTERISTICS (Participants who completed this intervention. Mark all that apply.)																
	American Indian or Alaska Native	Asian		Black/ African American		Latino/ Hispanic		Pacific Islander		White/ Caucasian		Multi-racial/ Multi-ethnic		Other		
Gender/Age	Number	Number		Number		Number		Number		Number		Number		Number		
Male																
11 & under																
12-14												9				
15-17			2							8		7				
18-19			2		5		10			11		2				
20-24					7		30			5						
Female																
11 & under																
12-14												12				
15-17			1				20			5		8				
18-19			2		7		20			20		11				
20-24			2		5					1						
Total & Percent by Race/Ethnicity		%	9	4%	24	11%	80	38%		%	50	24%	47	22%		%

Family PACT Clinical Services Linkages

Grantee Name: Futures First 12-12345

Reporting Period: July 1 - Dec 31 Mid Year FY 2011-12

Objective Number: 5

Objective Statement: By June 30, 2012, establish formal partnerships with Family PACT Providers to expand access and availability of clinical services to the targeted population.

Family PACT Partner Locations: Spanish Hills Clinic, Fresno CA; Fresno County Hospital, Fresno CA; Kerman Planned Parenthood, Kerman, CA

- Report activities completed during the reporting period.
- Report on challenges completing activities and steps taken to resolve challenges.
- Report on Process Measures, Short Term results, and Behavioral Outcomes met.
- Request technical assistance if needed.

Note: Table will expand as you enter text.

Activities, Challenges, Technical Assistance

- The workplan was shared with local partners.
- We reviewed our process to ensure that clinical service linkages are incorporated across all interventions.
- Health Educator is attending Clinical Manager meetings.
- We coordinated clinic tours with Family PACT providers to coordinate referral mechanisms.
- Gave School counselors referral cards and clinic brochures for youth.
- No challenges reported, no TA needed.

Family PACT Clinical Services Linkages

Process Measures results and tracking tool(s) used:

- 100% of participants in I&E interventions receive information on Family PACT services as evidenced by the number of documents handed out.
- A referral system was developed with input from Family PACT providers as evidenced by written referral system.

Short-Term results and tracking tool(s) used:

- Teen Friendly guidelines are being developed. Developed guidelines are tracking tool.

Behavioral Outcomes

Teens state they will increase their use of clinical services

Regional Network Report

Grantee Name: Futures First 12-12345

Reporting Period: July 1 - Dec 31 Mid Year FY 2011-12

Objective Number: 7

<p>Objective Statement: By June 30, 2012, increase the visibility of teen pregnancy prevention efforts and support local TPP funded projects through broader regional collaborative efforts.</p>
<p>Staff participating in Regional Network activities: Ellen Kurtz, Frank Gonzales</p>
<ul style="list-style-type: none">• Report activities completed during the reporting period.• Report on challenges completing activities and steps taken to resolve challenges.• Report on Process Measures and Short Term results.• Request technical assistance if needed. <p>Note: Table will expand as you enter text.</p>
<p>Activities, Challenges, Technical Assistance</p> <ul style="list-style-type: none">• Met twice with Regional Network• Developing organizational structure: Mission, Vision, Goals and Objectives• Challenges include difficulty in developing goals and objectives that apply to such a broad area and with diverse populations.• No TA needed.

Regional Network Report

Process Measures results and tracking tool(s) used:

- Maintained copies of agenda and minutes on site for review.
- Attended meetings as evidenced by sign in sheet.

Short-Term results and tracking tool(s) used:

- Working on mission, vision, goals and objectives as evidenced by agenda and minutes
- Discussing regional network activity.
- Developing agency/organization awareness of regional network.
- Have not yet surveyed membership satisfaction.

Administrative Activities Report

Grantee Name: Futures First 12-12345

Reporting Period: July 1 - Dec 31 Mid Year FY 2011-12

Objective Number: 7

Objective Statement: By June 30, 2012, Futures first will have implemented all I&E administrative requirements to fulfill contract obligations.

- Report activities completed during the reporting period.
- Report on challenges completing Administrative Activities and steps taken to resolve challenges.
- Request technical assistance if needed.
- Report Process Measures and Short Term results.

Note: Table will expand as you enter text

Activities completed/Challenges/Technical Assistance

- Attended Regional Network meetings.
- Participated in CPI training on-line.
- Submitted invoice timely.
- Turned in reports timely.
- Our challenge was attending all webinars – if we are at a webinar we can't be in the classroom.
- No Technical Assistance needed.

Administrative Activities Report

Process Measures results and tracking tool (s) used:				
<ul style="list-style-type: none"> Completed and submitted Progress Reports on time, as evidenced by email date. 				
Short-Term results and tracking tool (s) used:				
<ul style="list-style-type: none"> In the process of implementing CPI activity as shown by Road Map entries. Submitted documents timely as evidenced by email time/date. Submitted invoices as required. 				
Identify staff included in the I&E budget in the last six months.				
STAFF NAME	TITLE	I&E EMPLOYMENT START	END	FTE%
Ellen Kurtz	Project Coordinator	7/1/2011		100
Frank Gonzales	Health Educator	7/1/2011		50
Mary Kittens	Project Director	7/1/2011		10

Agency Description and Other Types of Funding

Grantee Name: Futures First 12-12345

Reporting Period: July 1 - Dec 31 Mid Year FY 2011-12

Agency Description

Please check one of the following to describe your agency.

<input type="checkbox"/> City Government	<input type="checkbox"/> Faith Based Organization
<input type="checkbox"/> County Government	<input type="checkbox"/> Local School District/Office of Education
<input type="checkbox"/> Health Clinic	<input type="checkbox"/> Local Health Jurisdiction
<input checked="" type="checkbox"/> Community-Based Organization/Agency	<input type="checkbox"/> Other (specify): Click here to enter text.

Agency Description and Other Types of Funding

Other Types of Funding Received for TPP Programs

Indicate if your agency receives funding for teen pregnancy prevention activities from any of the following sources.

<input type="checkbox"/> Adolescent Family Life Program	<input type="checkbox"/> California Department of Alcohol and Drugs
<input type="checkbox"/> California Department of Health Care Services	<input type="checkbox"/> California Department of Mental Health
<input type="checkbox"/> California Department of Community Service and Development	<input type="checkbox"/> California Department of Education (including the Office of Child Development)
<input type="checkbox"/> Cal-Learn	<input type="checkbox"/> California Department of Social Services (including Mentoring Programs)
<input type="checkbox"/> California Department of Public Health <i>Other than the I&E Funding</i>	
<input type="checkbox"/> The California Endowment	<input type="checkbox"/> Title X
<input checked="" type="checkbox"/> The California Wellness Foundation	<input type="checkbox"/> U.S. Federal Government Sources (specify): Click here to enter text.
<input type="checkbox"/> Sierra Health Foundation	
<input type="checkbox"/> Other Private Foundations (specify): Click here to enter text.	<input type="checkbox"/> Other Click here to enter text.

Conferences, Trainings and Webinars

Grantee Name: Futures First 12-12345

Reporting Period: July 1 - Dec 31 Mid Year FY 2011-12

Please list all conferences, trainings, and webinars attended using I&E funding during the reporting period. Include Office of Family Planning (OFP)-sponsored events. (Note: All training must be pre-approved by your assigned Program Consultant.)

Note: Table will expand as you enter text.

DATE	SPONSOR	TOPIC	STAFF NAME	STAFF ROLE	
				Participant ✓	Presenter ✓
9/22/11	OFP	Invoicing and Supporting Documentation	Ellen Kurtz	x	
10/6/11	OFP	CPI Road Map training	Ellen Kurtz	x	
10/20/11	OFP	Overview Training and Support CPI and Implementation Tools	Ellen Kurtz	x	

Continuous Program Improvement Report

Grantee Name: Futures First 12-12345

Reporting Period: July 1 - Dec 31 Mid Year FY 2011-12

Identify Continuous Program Improvement Tool used during the fiscal year:

Training and Support

Road Map – Check the items completed and those you are currently implementing.

- Select Tool
- Implement Tool
- Analyze and Summarize Data
- Identify and Implement Changes
- Assess Changes

- Describe the activities taken to implement each stage on the Road Map.
- Report on challenges implementing each stage and steps taken to resolve challenges.
- Request technical assistance if needed.

Note: Table will expand as you enter text.

Continuous Program Improvement Report

Activities, Challenges, Technical Assistance

Using the information provided by OFP, we selected the Training and Support tool for our CPI this year. We documented information in the Road Map. We are in the process of scheduling dates to use the tool and reviewing with the Health Educator how to complete the tools. Since we only have one Health Educator we asked for and received an exemption to the requirement to use with two Health Educators.

No challenges to report, no TA needed.

Proof Read

- Common Errors
 - Participant completer numbers do not match Monthly Performance Reports
 - Narrative portions do not provide enough detail regarding activities
 - Population Characteristics totals and percentages are inaccurate
 - Data regarding process measures is not included

Submit Report to Program Consultant

- Save the Word documents as a PDF file
- Email all documents to your assigned PC

Teen Pregnancy Prevention Progress Reports

If you have specific programmatic questions,
please contact your Program Consultant.

Thank you for participating and we're looking
forward to your progress report!