

Intervention Progress Report Help

Report Description

Target populations (TPs) and goals are defined for each intervention within the intervention set-up screens in LEO. This report helps assess the extent to which target population goals are being met within a given intervention.

How to Use This Report

Run this report at least quarterly for C&T and HERR data to evaluate interim success at meeting population targeting goals. If goals are not on track for the time period (e.g., approximately 25% of TP goal met by the end of the first quarter, etc.), carefully review the sections of the report detailing services provided to non-target populations to identify whether too many resources are being used on non-prioritized groups and if additional screening is necessary to recruit the target population to the intervention. Also review "Troubleshooting" below to ensure that TPs are set up correctly.

Measures Reported On

Measures include: number of TP clients seen; percent of TP goal met; number of unique TP clients seen; and minimum, maximum and average encounters per TP client. Similar measures are provided for clients non-TP clients. Numbers and percentages of clients reporting secondary co-factors by TP and non-TP are also provided.

Programs & Forms Included

Reports on data from interventions requiring target populations to be set up, including C&T interventions (CIF/CAQ data) and most HERR intervention types (ILI, CRCS, GLI, and TPA) from the HE/RR and GSAQ forms.

Table 1 Definitions – Assessing Target Population Goals

Target Population Goals

This table reports on clients served who are part of the target populations(s) for the intervention. It helps assess progress towards serving the intended number of clients in each of the defined target populations.

Table 1 Rows: Defined Target Populations

Each row of the table represents a target population that was originally defined on the intervention set-up screens within LEO. Each client is reported in only one TP.

See the [Composite Variable Definitions](#) document for more information about how TP factors are defined.

See [Target Populations Explained](#) document for more information about how target population set-up impacts reporting functionality.

Table 1 Columns: TP Goals

Column Heading	Explanation
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Total to be Reached	The number of clients in this TP you intended to reach, as indicated in LEO intervention set-up screens.
Unique TP Clients Seen	The number of unique clients in the specified TP who attended one or more sessions of the intervention. <i>In HERR interventions, the Client ID is used to distinguish unique clients who may attend multiple sessions of the intervention. In TPA, matching criteria are used to estimate unique clients. In testing interventions, each encounter is counted as a unique client.</i>
Percent of target	The number of unique clients seen divided by the total to be reached. <i>The proportion of your goal met so far with regard to this target population.</i>
Encounters	The total number of encounters attended by members of the specified TP. <i>Relevant for HERR interventions with multiple sessions. For testing interventions, the count of unique clients and encounters will be identical.</i>
Minimum Encounters	The fewest number of encounters a member of the specified TP has attended. <i>Relevant for HERR interventions with multiple sessions.</i>
Maximum Encounters	The greatest number of encounters a member of the specified TP has attended. <i>Relevant for HERR interventions with multiple sessions.</i>
Average Encounters per TP Client	The average number of encounters a client in this TP has attended. <i>Relevant for HERR interventions with multiple sessions.</i>

Table 2 Definitions – Assessing Precision of Targeting

Table 2 reports on clients served who are NOT part of the target populations(s) for the intervention. It helps assess whether excess resources are being used providing services to clients who are not intended to be targeted by this intervention.

Table 2 Rows: Non-TP Clients The single row in this table displays data for clients who did NOT meet the criteria for any of the specified target populations

Table 2 Columns

Column Heading	Explanation
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Unique Client Non-Target	<p>The number of unique clients seen in the non-target group.</p> <p><i>In HERR interventions, the Client ID is used to distinguish unique clients who may attend multiple sessions of the intervention. In TPA, matching criteria are used to estimate unique clients. In testing interventions, each encounter is counted as a unique client.</i></p>
Total Unique Client (TP and Non-TP)	<p>The total number of unique clients seen in both the TP and non-target groups.</p> <p><i>This serves as the denominator for the following measure.</i></p>
Percent of All Clients Served Not in TPs.	<p>The number of unique non-TP clients seen divided by the total number of clients seen.</p> <p><i>The proportion of clients seen who were NOT targeted in this intervention - may represent misallocated resources.</i></p>
Total Encounters with Non-TP Clients	<p>The total number of encounters provided to non-TP clients.</p> <p><i>Relevant for HERR interventions with multiple sessions. For testing interventions, the count of unique clients and encounters will be identical.</i></p>
Average Encounters	<p>The average number of encounters non-TP clients attended.</p> <p><i>Relevant for HERR interventions with multiple sessions.</i></p>
Minimum Encounters	<p>The fewest number of encounters a non-TP client has attended.</p> <p><i>Relevant for HERR interventions with multiple sessions.</i></p>
Maximum Encounters	<p>The greatest number of encounters a non-TP client has attended.</p> <p><i>Relevant for HERR interventions with multiple sessions.</i></p>

Table 3 Definitions – Secondary Co-Factors

Table 3 reports on secondary co-factors for both TP and non-TP clients and serves to provide more information on clients served.

**Table 2 Rows:
Secondary Co-
factors**

The rows in this table display the complete list of secondary co-factors that can be selected in the intervention set-up screens in LEO.

For a precise definition of each co-factor, see the [Composite Variable Definitions document](#).

**Table 3 Columns:
TP vs. non-TP
clients**

The columns report the number and percent of clients reporting each secondary co-factor by TP clients, non-TP clients, and all clients.

Column	Explanation
TP Clients	<p>The number of unique TP clients who report the co-factor. <i>Clients who report multiple co-factors will be counted in each co-factor reported.</i></p> <p>The percentage of all unique TP clients who report this co-factor.</p>
Non-TP Clients	<p>The number of unique non-TP clients who report the co-factor. <i>Clients who report multiple co-factors will be counted in each co-factor reported.</i></p> <p>The percentage of all unique non-TP clients who report this co-factor.</p>
All Clients	<p>The number of unique clients (regardless of TP membership) who report the co-factor. <i>Clients who report multiple co-factors will be counted in each co-factor reported.</i></p> <p>The percentage of all unique clients who report this co-factor.</p>

Troubleshooting

**Clients are not
falling into TPs
as expected**

There are a couple of common errors that can prevent clients from being reported in TPs as expected. These errors are typically related to defining target populations incorrectly when originally setting up the intervention. Fortunately, these errors are easy to correct.

TP Set-up: Order

Because a client is only reported in the first TP they fall into, the order of TP set-up is important. For instance, if an intervention is set up so that TP#1 targets MSM and TP#2 targets MSM/IDU, all MSM clients will be reported in TP#1, and none will be reported in TP#2.

The solution is to edit intervention set-up to reverse the order of these two TPs so that TP#1 is MSM/IDU and TP#2 is MSM. Then only MSM who also report IDU behaviors will be reported in TP#1 and the remaining MSM will fall into TP#2 as intended.

**TP Set-up:
Secondary
Cofactors**

When setting up a TP, you must choose one primary factor, and you *may* choose a secondary factor, demographic co-factors, and/or secondary risk co-factors. A client is considered part of the TP only if they meet ALL of the factors in in the first three columns (Primary, Secondary, Cofactors), and *at least one factor* in the fourth column (Secondary Cofactors).

For instance, if a TP is set up by selecting “MSM” in the primary column and “sex worker” and “homeless” as secondary co-factors, the client must report MSM behavior and *at least one* of the selected secondary co-factors. So the following clients would be reported as IN the TP:

- MSM sex worker
- MSM who is homeless
- MSM homeless sex worker

The following clients would NOT count as part of the TP:

- MSM who does not report either sex work or homelessness
- Non-MSM clients

Generally, secondary co-factors should only be selected in the TP set-up process if the co-factors are particularly important to track, for instance in an intervention that is designed specifically for clients with those characteristics or behaviors.

If “none” is selected in the secondary co-factor column, no criteria are applied. That means a client can report sex work, or not report sex work, for instance, and still fall into the TP if they meet the other defined criteria.

Whether a secondary co-factor is selected or not, table 3 will enumerate the number of clients who report each distinct secondary co-factor.

**Composite
Variables**

Another reason clients may not appear in the TP as expected may be due to how different risk factors are defined. Before setting up TPs please review the [Composite Variable Definitions](#) document.

Incomplete data

If a client did not report, or a worker did not document the necessary factors to be defined within a target population, clients cannot be identified within specific target populations. Make sure all variables that are needed to define a client as within a target population are completed.

No data in report

Be sure to select interventions and locations for which services have been provided during the time frame being reported on.

**Still having
problems?**

- Report a bug: LEOFeedback@cdph.ca.gov
- Request assistance: LEOHelp@cdph.ca.gov