Crisis Counseling Assistance and Training Program
Quarterly and Final Report Format

Preface the report with a contact sheet of identifying information: State contact, Federal Emergency Management Agency (FEMA) disaster number, and grant number.

I. Executive Summary—provide a brief summary of program activities described in the report. Highlight program accomplishments and anticipated challenges for the next quarter (if applicable). (two pages)

II. Program Activities and Management (section length varies depending on program size)

  A. Staffing—provide an updated organizational chart. Provide a list of service providers that includes staffing (by position and full-time equivalency) and regions served for each provider. Include number of positions filled compared to number allotted for each provider. (two or more pages)

  B. Quality assurance—describe the program's internal quality management system (e.g, communications, supervision, and staff meetings). (one to two pages)

  C. Program highlights—describe program successes, achievements, and service delivery innovations. (one to two pages)

III. Fiscal Activities (section length varies depending on program size)

  A. Budget—refer to *Template for Quarterly Financial Reporting* for budget template. Include total, State, and individual provider budgets, amounts expended to date, and balances going forward.

  B. Budget narrative.

IV. Monitoring and Evaluation (section length varies depending on program size)

  A. Program monitoring—provide data and a brief narrative analysis of outreach activities and strategies for the State and each service provider. Include details on activities related to high-risk groups such as children, adolescents, older adults, and others identified in the Crisis Counseling Assistance and Training Program (CCP) application.
      1. Primary services:
         a. Brief educational or supportive contacts;
         b. Individual crisis counseling;
         c. Referrals;
         d. Group counseling and public education; and
         e. Community networking.
      2. Secondary services:
         a. Materials distribution.

B. Program evaluation—provide data and a brief narrative analysis of evaluation activities and results.

    1. Participant feedback survey (if applicable). Participant feedback surveys are conducted quarterly in the Regular Services Program (RSP).

    2. Provider feedback survey (if applicable). Provider surveys are conducted semiannually in the RSP.

    3. Highlight challenges or issues related to evaluation.

V. **Training** (one to two pages)

A. Describe required or recommended CCP staff training conducted. Relate to the approved training plan.

B. Stress management—describe how the program has addressed stress management for CCP staff.

C. List other or special topic trainings provided for CCP staff, and provide a brief description of each additional training.

VI. **Media and Public Service Announcements**—describe program marketing and public information activities, and the use of media. Refer to Web sites, fliers, newsletters, public service announcements, and the development and use of hotlines. (one to two pages)

VII. **Challenges, Goals, and Technical Assistance Needs**[1] (two to three pages)

A. Program challenges—briefly describe program challenges. Describe possible solutions, if any, to implement in the next quarter.

B. Goals for the next quarter.

C. Technical assistance needs.

VIII. **Attachments**—programs are encouraged to include educational materials, fliers, brochures, videos, training materials, summary data reports, etc., with their quarterly reports. For the final report, programs are required to attach sample program material.

---

[1]For the Final Report, part VII should be replaced with the following: VII. Conclusions, A. Best practices and lessons learned, B. Recommendations to FEMA and CMHS. (two to five pages)