OMB Control No.: xxxx-xxxx

Expiration Date: xx/xx/xxxx

Information from the semi-annual ACF performance progress report (PPR) will be used by the Office of Family Assistance to meet grants management requirements and by grantees themselves to self-monitor progress and challenges (continuous quality improvement). Semi-annual progress reports are due within 30 days of the end of each 6-month reporting period, which are:

* Reporting Period 1: October 1 – March 31; Report Due: April 30
* Reporting Period 2: April 1 – September 30; Report Due: October 31

The PPR consists of the following four parts, with both qualitative and quantitative descriptions of program performance:

**Part 1**: ACF-OGM-SF-PPR Cover Page found at <https://www.acf.hhs.gov/sites/default/files/assets/acf_ogm_ppr.pdf>

**Part 2**: Appendix B – Qualitative (narrative) description of program indicators:

B-01 Performance Narrative

B-02 Major Activities and Accomplishments

B-03 Problems (Challenges)

B-04 Significant Findings and Events

B-05 Dissemination Activities

B-06 Other Activities

B-07 Activities Planned for the Next Reporting Period

B-08 Selected Participant Outcomes

**Part 3:** Appendix C – Quantitative (numeric) performance measures:

C-01 Recruitment

C-02 Applicant Characteristics

C-03 Program Enrollment

C-04 Program Participation

C-05 Quality Assurance and Monitoring (Continuous Quality Improvement)

C-06 Referrals

C-07 Implementation Challenges

C-08 Marketing

C-09 Participant Outcomes

 9.1 Adults

 9.2 Youth

**Part 4:** Federal Financial Report (FFR) SF-425 found at <http://www.acf.hhs.gov/sites/default/files/assets/SF-425.pdf>

Please address each reporting area. Once you complete the PPR packet, upload it, along with the ACF-OGM-SF-PPR Cover Page, as a Grant Note in GrantSolutions. Please contact your OFA Federal Program Specialist for additional guidance.

THE PAPERWORK REDUCTION ACT OF 1995

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The information requested in this survey will be used to document how programs receiving HMRF grant funding operate and describe participant outcomes. The data gathered will allow ACF to better monitor grantee progress and performance. In accordance with the requirements of the Privacy Act of 1974, as amended ([5 U.S.C. 552a](http://www.gpo.gov/fdsys/pkg/USCODE-2013-title5/html/USCODE-2013-title5-partI-chap5-subchapII-sec552.htm)), ACF/OPRE established system of records titled: 09-80-0361 OPRE Research and Evaluation Project Records, HHS/ACF/OPRE. A Federal Register Notice ([80 FR 17893](http://r20.rs6.net/tn.jsp?f=001xlrCW7Kbemgm2d86h6ixrc9hwrKlVYiWeeUpWRSBaSQeSTVy-b1O2boPigC5PFJWNkgzlmBy9AMT5vvjMoHnom8GvL2rLKH4DKw5wcO6P8i8-p1cvtiYBPJw9iDe43ZybIlTx9TxEGhjZTlakiqRcO6tOOJwQHJF2mRdLTQCfCjtDQhJ5rGM4jq8MzZvDLmWMfLBjOTAwTs=&c=YKiZw_k3UKd3KgXVQ0a5ZUCuxqdQeLEOLmcOZvm0g9Px0WOviaWm5w==&ch=QGDLbmRP7fmn_ciScWk8PoDb30IyeupVS_YujyPfG75CRUr63VN6iQ==)) announced the system.

**Part 1: ACF-OGM-SF-PPR Cover Page**

**Part 2: Appendix B – PROGRAM INDICATORS**

|  |
| --- |
| **B-01 PERFORMANCE NARRATIVE****Please provide details on the following questions about your program and services.** |
| 1. Target populationPlease provide a detailed description of your target population. |
| Blank |
| 2. Program servicesPlease provide a detailed description of the following:* Program components, including workshops and case management
* Curriculum, including name, length, and format
* Type, frequency, and purpose of individual-level contacts with participants
* Program supports, such as gas cards or bus tokens to get to workshops
 |
| Blank |
| 3. Job and Career AdvancementPlease provide a detailed description of the following:* Describe the employment services offered to participants in need of employment.
* Provide a list of employment partners (including those that provide subsidized and unsubsidized jobs) and their roles and responsibilities. Also indicate whether each partner has a memorandum of understanding with the grantee.
 |
| Blank |
| 4. Programs with Subsidized Employment ElementsIf employment subsidies are provided, please provide detailed descriptions to the following:* Policies, procedures, and requirements for placing participants in subsidized employment
* The process used by employment specialists to identify and create employment opportunities.
 |
| Blank |

|  |
| --- |
| 5. StaffingPlease provide a list of program key staff with roles and responsibilities. |
| Blank |
| 6. Organizational/Program PartnersPlease provide a list of program partners (specify those with MOUs) and their roles and responsibilities for program implementation. |
| Blank |
| 7. OtherPlease provide any other details on performance that you think are relevant for this reporting period. |
| Blank |

|  |
| --- |
| **B-02 MAJOR ACTIVITIES & ACCOMPLISHMENTS****Describe major programmatic and operational activities and accomplishments during this reporting period in the topical areas shown below.** |
| 1. Recruitment methods and strategiesPlease provide a detailed description of your recruitment strategies and approaches, including any changes, during this reporting period. |
| Blank |
| 2. Recruitment performance measuresPlease review the performance measures in Appendix C-01. Is there anything else you would like to share about the recruitment methods? |
| Blank |
| 3. Program intake and applicant characteristicsPlease describe your program’s intake process and when an applicant is considered “enrolled” in your program. |
| Blank |
| 4. Applicant characteristics performance measuresPlease review the performance measures in Appendix C-02. Is there anything else you would like to share about the characteristics of program applicants this reporting period? |
| Blank |

|  |
| --- |
| 5. Program enrollmentPlease describe your program’s progress toward meeting enrollment targets. If you are not meeting your enrollment targets, please describe challenges you are experiencing and plans to address them.In the space provided below, please describe:* The degree to which you are enrolling your intended target population.
* If you are not meeting your enrollment targets, please describe challenges you are experiencing and plans to address them.
* If you are exceeding your target, please describe what you think is contributing to your success—including both program-related and contextual (i.e., non-program-related) factors.
 |
| Blank |
| 6. Screening for Intimate Partner ViolencePlease describe whether and how applicants are screened for intimate partner violence. |
| Blank |
| 7. Process for handling disclosures of intimate partner violence (IPV)Please indicate whether the grantee has a written plan to respond to possible disclosures of IPV. If yes, please provide a copy with the report due on April 30th. |
| Blank |
| 8. Program enrollment performance measuresPlease review the performance measures in Appendix C-03. Is there anything else you would like to share about program enrollment or IPV screening this reporting period? |
| Blank |

|  |
| --- |
| 9. Program participationIn the space provided below, please describe:Enrollment:* Strategies planned or being implemented to engage program enrollees in services within two weeks of program enrollment.
* Reasons why program initiation is lower than expected or desired, if relevant. Consider program-related factors (e.g., workshop schedule) as well as non-program-related (contextual) factors (e.g., client barriers to participation). Describe your current or planned efforts to increase program initiation.
* Reasons why program initiation is higher than expected, if relevant. Consider program-related and non-program-related (contextual) factors. Identify any promising practices you think may be contributing to your success in getting enrollees to begin services.

Retention:* Strategies planned or being implemented to ensure program enrollees complete the workshops in which they have enrolled, and that they receive as many individual service contacts as necessary.
* Reasons why program retention is lower than expected or desired, if relevant. Consider program-related factors as well as non-program-related (contextual) factors. Describe your current or planned efforts to increase program retention.
* Reasons why program retention is higher than expected, if relevant. Consider program-related and non-program-related (contextual) factors. Identify any promising practices you think may be contributing to your success in getting participants to regularly attend and complete program services.
 |
| Blank |
| 10. Program participation performance measuresPlease review the performance measures in Appendix C-04. Is there anything else you would like to share about program participation this reporting period? |
| Blank |

|  |
| --- |
| 11. Quality assurance and monitoring (continuous quality improvement)Please provide a detailed description of your plans for program quality assurance and monitoring, including training and supervision. |
| Blank |
| 12. Quality assurance and monitoring (continuous quality improvement) performance measuresPlease review the performance measures in Appendix C-05. Is there anything else you would like to share about your activities this reporting period to ensure program quality? |
| Blank |
| 13. Staff TrainingIn the space provided below, please describe the trainings that staff received. |
| Blank |
| 14. ReferralsIn the space provided below, please provide a detailed description of your process for follow-up with participants referred for services. |
| Blank |
| 15. Referral performance measuresPlease review the performance measures in Appendix C-06. Is there anything else you would like to share about referrals this reporting period? |
| Blank |

|  |
| --- |
| 16. Local program evaluationPlease describe activities and accomplishments pertaining to the design and execution of your local program evaluation. |
| Blank |
| 17. OtherPlease describe other activities and accomplishments during the reporting period. |
| Blank |

|  |
| --- |
| **B-03 PROBLEMS (CHALLENGES)****Describe challenges encountered implementing your program during this reporting period. Describe any current or expected deviations or departures from the original project plan, including actual/anticipated slippage in task completion dates, and special problems encountered or expected. Use this section to advise your Federal Program Specialist and Grants Management Specialist of assistance needs.** |
| 1. Implementation challenges performance measuresPlease review the performance measures in Appendix C-07. For any challenge categorized as “somewhat of a problem” or “a serious problem,” please describe the nature of the problem and any proposed solutions. |
| Blank |
| 2. Staff turnoverPlease describe any positions that are currently vacant and your plan to fill each vacancy. |
| Blank |
| 3. Technical assistance needsDescribe any guidance or technical assistance you would like to help address current or anticipated challenges. |
| Blank |

| **B-04 SIGNIFICANT FINDINGS & EVENTS****In the table provided below, please list and briefly describe any significant findings and events that occurred this reporting period. Topics may include innovative strategies or promising practices in areas such as:*** **Program staffing**
* **Marketing, outreach, and recruitment strategies**
* **Achieving enrollment targets**
* **How to get enrollees to show up to their first service**
* **How to retain participants in program services and ensure they complete all workshop sessions**
* **Service delivery structure and sequencing**
* **Workshop format(s)**
* **Quality assurance and monitoring of program operations (continuous quality improvement)**
* **Ensuring staff enter service delivery data accurately, in a timely fashion, and in a manner that protects privacy**
* **Designing or executing your local program evaluation**

**When possible, please use data to substantiate your findings.** |
| --- |
| **Finding or Event** | **Description** |
| Blank | Blank |
| Blank | Blank |
| Blank | Blank |
| Blank | Blank |

| **B-05 DISSEMINATION ACTIVITIES****In the space provided below, please describe your program’s marketing and dissemination activities. Additionally, please itemize your efforts and include copies of any newspaper, newsletter, magazine articles, or other published materials relevant to your project’s activities, or used for marketing purposes.** |
| --- |
| Marketing performance measuresPlease review the performance measures in Appendix C-08. Is there anything else you would like to share about dissemination activities this reporting period? |
| Blank |

| **B-06 OTHER ACTIVITIES****In the space provided below, please describe other activities that are a part of your program. Please indicate whether the program activity is supported by the OFA grant, another funding source, or provided in-kind through another source (if applicable, please name the source).** |
| --- |
| Blank |

| **B-07 ACTIVITIES PLANNED FOR NEXT REPORTING PERIOD****In the table provided below, please list please list the key activities you plan to engage in over the next six months, and a general timeline for completion. Activities may be related to:*** **Staffing**
* **Marketing, outreach, and recruitment**
* **Program enrollment**
* **Engaging participants in their first program service**
* **Retaining participants in program services**
* **Service delivery**
* **Quality assurance and monitoring program operations (continuous quality improvement)**
* **Data collection and data entry**
* **Program evaluation**
 |
| --- |
| **Planned Activity** | **Timeline** |
| Blank | Blank |
| Blank | Blank |
| Blank | Blank |
| Blank | Blank |

| **B-08 SELECTED PARTICIPANT OUTCOMES****Please review the performance measures in Appendix C-09. Is there anything else you would like to share about program participants’ outcomes this reporting period?** |
| --- |
| Blank |

**Part 3: Appendix C – PERFORMANCE MEASURES**

**C-01 RECRUITMENT**

| **1. Recruitment methods used during the reporting period** | Blank |
| --- | --- |
| *Phone or mail outreach* | Blank |
| *Street outreach* | Blank |
| *Referrals from community agencies* | Blank |
| *On-site recruitment at community agencies* | Blank |
| *Other (Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)* | Blank |

| **2. Agencies and organizations that provided referrals during the reporting period** | Blank |
| --- | --- |
| *Hospitals, maternity clinics, doctors’ offices* | Blank |
| *Schools* | Blank |
| *Places of worship or faith-based community center* | Blank |
| *Child support agencies (voluntary enrollment)* | Blank |
| *Child support agencies(court ordered to enroll in a program like this)* | Blank |
| *Employment assistance centers or one-stops* | Blank |
| *TANF offices* | Blank |
| *WIC agencies* | Blank |
| *Head Start* | Blank |
| *Healthy Start* | Blank |
| *Child welfare agencies (voluntary enrollment)* | Blank |
| *Child welfare agencies(court ordered to enroll in a program like this)* | Blank |
| *Probation and parole* | Blank |
| *Other community agencies or organizations* | Blank |
| *Self-referrals* | Blank |
| *Other (Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)* | Blank |

|  |  |
| --- | --- |
| **3. FTE staff dedicated to recruitment during the reporting period** | **Number of staff** |
| *< 0.5 FTE* | Blank |
| *0.5 to 0.9 FTE* | Blank |
| *1 to 1.4 FTE* | Blank |
| *1.5 to 1.9 FTE* | Blank |
| *2 to 2.4 FTE* | Blank |
| *2.5 to 2.9 FTE* | Blank |
| *3 or more FTE* | Blank |

| **4. Program applicants (during the reporting period) who reported hearing about the program through each source** | **Percent of applicantsa** |
| --- | --- |
| *Word of mouth (friends, family, acquaintances)* | Blank |
| *Newspaper ad, billboards, or a flyer* | Blank |
| *Radio ad or a TV spot* | Blank |
| *Internet ad or social media such as Facebook, Twitter* | Blank |
| *Government agency, such as the Office of Child Support Enforcement, TANF, WIC, Child Welfare (CPS), parole/probation office, other agency* | Blank |
| *Community organization, such as a school, hospital, maternity clinic, doctor’s office, place of worship, Head Start, or Healthy Start center* | Blank |
| *Program staff or program* | Blank |
| *Other* | Blank |

| **5. Primary reason applicant chose to enroll in the program** | **Percent of applicants** |
| --- | --- |
| *To learn about being a better parent* | Blank |
| *To learn how to improve my personal relationships* | Blank |
| *To find a job or a better job* | Blank |
| *Friends were coming* | Blank |
| *Spouse/partner asked them to come* | Blank |
| *Parole/probation officer told them to enroll in a program like this* | Blank |
| *A court ordered them to enroll in a program like this* | Blank |
| *Child support staff suggested they enroll in a program like this* | Blank |
| *Child welfare staff suggested they enroll in a program like this* | Blank |
| *Other* | Blank |

a Applicants may provide multiple responses, so total may exceed 100 percent.

**C-02 Applicant Characteristics**

| **1. Demographic Characteristics** | **Percent of applicants** |
| --- | --- |
| 1. Sex (male) | Blank |
| 2. Age | Blank |
| *Under 18 years* | Blank |
| *18-20 years* | Blank |
| *21 – 24 years* | Blank |
| *25 – 34 years* | Blank |
| *35 – 44 years* | Blank |
| *45 – 54 years* | Blank |
| *55 – 64 years* | Blank |
| *65 years or older* | Blank |
| 3. Grade (for programs serving youth) | Blank |
| *Less than 9th grade* | Blank |
|  *9th grade* | Blank |
| *10th grade* | Blank |
| *11th grade* | Blank |
| *12th grade* | Blank |
| *College* | Blank |
| 4. Race | Blank |
| *American Indian or Alaska Native* | Blank |
| *Asian* | Blank |
| *Black or African-American* | Blank |
| *Native Hawaiian or other Pacific Islander* | Blank |
| *White* | Blank |
| *Other* | Blank |
| 5. Hispanic or Latino | Blank |
| 6. English is primary language | Blank |

a Applicants may provide multiple responses, so total may exceed 100 percent.

| **2. Economic Stability** | **Percent of applicants** |
| --- | --- |
| 1. Educational Attainment | Blank |
| *No degree or diploma* | Blank |
| *High school diploma* | Blank |
| *GED* | Blank |
| *Schooling beyond high school* | Blank |
| 2. Employment Statusa | Blank |
| *Full-time employed* | Blank |
| *Part-time employment* | Blank |
| *Employed but number of hours changes* | Blank |
| *Temporary, occasional, or seasonal employment, or odd jobs for pay* | Blank |
| *Not currently employed* | Blank |
| *Actively looking for work* | Blank |
| *Retired* | Blank |
| *Disabled* | Blank |
| *In school full or part time* | Blank |
| 3. Receipt of assistance in the past month by anyone in the household | Blank |
| *Temporary Assistance for Needy Families (TANF)* | Blank |
| *Supplemental Security Income (SSI)* | Blank |
| *Social Security Disability Insurance (SSDI)* | Blank |
| *Supplemental Nutrition Assistance Program (SNAP)/Food stamps* | Blank |
| *Women, Infants, and Children (WIC)* | Blank |
| *Unemployment insurance* | Blank |
| *Housing choice voucher (sometimes called Section 8)* | Blank |
| *Cash assistance* | Blank |
| *Child support* | Blank |
| *Other* | Blank |

a Response options are not mutually exclusive, so total may exceed 100 percent.

| **3. Family Structure** | **Percent of applicants** |
| --- | --- |
| 1. Marital status | Blank |
| *Married* | Blank |
| *Engaged* | Blank |
| *Separated* | Blank |
| *Divorced* | Blank |
| *Never married* | Blank |
| *Widowed* | Blank |
| 2. Non-marital partner status | Blank |
| *No current partner* | Blank |
| *Involved with someone on a steady basis* | Blank |
| *Involved in an on-again and off-again relationship* | Blank |
| 3. Living arrangement with partner | Blank |
| *All of the time* | Blank |
| *Most of the time* | Blank |
| *Some of the time* | Blank |
| *None of the time* | Blank |
| 4. Applicant or partner is pregnant | Blank |
| 5. Average number of total children younger than 21 years (not including pregnancy) | Blank |
| 6. Average number of biological or adopted children (not including pregnancy) | Blank |
| 7. Average number of biological or adopted children who live with applicant all or most of the time | Blank |
| 8. Foster care status (youth under 21 only) | Blank |
| *Never been in foster care* | Blank |
| *Left foster care over 6 months ago* | Blank |
| *Recently (in the past 6 months) left foster care* | Blank |
| *Currently in foster care* | Blank |
| *Not sure* |  |

**Characteristics, at Beginning of Program, of Adult Couple and Individual Clients**

**4. Relationships/Marriage**

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome | Average score | Range | Number of respondents |
| Attitudes about marriage | Blank | Blank | Blank |
| Believes that it is better for children if parents are married | Blank | 1 (strongly agree) to 4 (strongly disagree) | Blank |
| Believes that living together is the same as being married | Blank | 1 (strongly agree) to 4 (strongly disagree) | Blank |
| Conflict management (only those with a partner) | Blank | Blank | Blank |
| Negative conflict management skills (5-item scale) | Blank | 5 – 20 | Blank |
| Satisfaction with how conflict with partner is handled | Blank | 1 (very satisfied) to 3 (not at all satisfied) | Blank |

**5. Parenting**

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome | Average score | Range | Number of respondents |
| Nurturing parentinga | Blank | Blank | Blank |
| Tries to comfort child when she/he is upset | Blank | 1 (never) to 4 (often) | Blank |
| Spends time with child doing what he/she likes to do | Blank | 1 (never) to 4 (often) | Blank |
| Disciplinea | Blank | Blank | Blank |
| Talks about what child did wrong | Blank | 1 (never) to 4 (every day or almost every day) | Blank |
| Hits, spanks, grabs, or uses physical punishment | Blank | 1 (never) to 4 (every day or almost every day) | Blank |
| Yells, shouts, or screams at child when he/she is mad at him/her | Blank | 1 (never) to 4 (every day or almost every day) | Blank |
| Co-parenting | Blank | Blank | Blank |
| Works well with co-parent in parenting child | Blank | 1 (strongly agree) to 4 (strongly disagree) | Blank |

a Responses averaged across respondent’s two youngest children, if applicable

**6. Economic Stability**

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome | Average score | Range | Number of respondents |
| Willing to work | Blank | Blank | Blank |
| Would like to get a job | Blank | 1 (strongly agree) to 4 (strongly disagree) | Blank |
| Would like to get a better job | Blank | 1 (strongly agree) to 4 (strongly disagree) | Blank |

**Characteristics, at Beginning of Program, of Youth Clients**

**7. Marriage and relationship attitudes**

| Outcome | Average score | Range | Number of respondents |
| --- | --- | --- | --- |
| Marriage beliefs | Blank | Blank | Blank |
| Believes that marriages are happy or unhappy and not much will change that | Blank | 1 (strongly agree) to 4 (strongly disagree) | Blank |
| Believes that in happy marriages, do not need to work on relationship | Blank | 1 (strongly agree) to 4 (strongly disagree) | Blank |
| Attitudes about intimate partner violence | Blank | Blank | Blank |
| Believes that violence is sometimes only way to express feelings | Blank | 1 (strongly disagree) to 4 (strongly agree) | Blank |
| Believes that it’s okay to stay in a relationship in which person is afraid of partner | Blank | 1 (strongly disagree) to 4 (strongly agree) | Blank |

**8. Attitudes about sex**

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome | Average score | Range | Number of respondents |
| Believes that people in love do not need to use condoms or birth control | Blank | 1 (strongly disagree) to 4 (strongly agree) | Blank |
| Would find it hard to say “no” if boyfriend/girlfriend pressured for sex | Blank | 1 (strongly disagree) to 4 (strongly agree) | Blank |

**9. Current relationship**

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome | Average score | Range | Number of respondents |
| Boyfriend/girlfriend insults or criticizes respondent’s ideas | Blank | 1 (none of the time) to 5 (all of the time) | Blank |
| During disagreements respondent throws or hits something | Blank | 1 (none of the time) to 5 (all of the time) | Blank |

**10. Parenting**

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome | Average score | Range | Number of respondents |
| Discipline(if live with child) | Blank | Blank | Blank |
| Talks about what child did wrong | Blank | 1 (never) to 4 (every day or almost every day) | Blank |
| Hits, spanks, grabs, or uses physical punishment  | Blank | 1 (never) to 4 (every day or almost every day) | Blank |
| Yells, shouts, or screams at child because mad at him/her | Blank | 1 (never) to 4 (every day or almost every day) | Blank |
| Frequency saw child in past month(if do not live with child) | Blank | Blank | Blank |
| Every day or almost every day (%) | Blank | 0–100 | Blank |
| One to three times a week (%) | Blank | 0–100 | Blank |
| One to three times a month (%) | Blank | 0–100 | Blank |
| Did not see child in past month (%) | Blank | 0–100 | Blank |

**C-03 Program Enrollment**

**1. Screening for Intimate Partner Violence (IPV)**

|  |  |
| --- | --- |
| Blank | Applicants Screened for IPV |
| Blank | # | % |
| Number and proportion of applicants screened for intimate partner violence | Blank | Blank |

**2. Enrollment targets and actual enrollment**

| Blank | Number of Adult Couples | Number of Adult Individuals | Number of Youth |
| --- | --- | --- | --- |
| Enrollment target for current grant year | Blank | Blank | Blank |
| Actual number enrolled sincebeginning of current grant year to end of reporting period | Blank | Blank | Blank |
| *% of grant-year target met to date* | Blank | Blank | Blank |
| Enrollment target for reporting period | Blank | Blank | Blank |
| Actual number enrolled during reporting period | Blank | Blank | Blank |
| *% of reporting period target met* | Blank | Blank | Blank |

**C-04 PARTICIPATION**

**1.** **Initial Participation**

| Blank | Number of Adult Couples | Number of Adult Individuals | Number of Youth |
| --- | --- | --- | --- |
| *Enrolled* since beginning of current grant year to end of reporting period *only those with at least 2 months since enrollment)* | Blank | Blank | Blank |

| Blank | Adult Couples | Adult Individuals | Youth |
| --- | --- | --- | --- |
| Blank | **#** | **%** | **#** | **%** | **#** | **%** |
| *Participated* in their first program service (workshop or individual service contact) during the time period shown |   |   |   |   |   |   |
| *Within 1 week of program enrollment* |   |   |   |   |   |   |
| *Between 2 and 4 weeks of program enrollment* |   |   |   |   |   |   |
| *Between 1 and 2 months of program enrollment* |   |   |   |   |   |   |
| *More than 2 months since program enrollment* |   |   |   |   |   |   |
| *Not yet engaged in a service* |   |   |   |   |   |   |
| *Participated* in their first workshop during the time period shown |   |   |   |   |   |   |
| *Within 1 week of program enrollment* |   |   |   |   |   |   |
| *Between 2 and 4 weeks of program enrollment* |   |   |   |   |   |   |
| *Between 1 and 2 months of program enrollment* |   |   |   |   |   |   |
| *More than 2 months since program enrollment* |   |   |   |   |   |   |
| *Not yet engaged in a service* |   |   |   |   |   |   |

**2. Attendance at Workshops**

*Users will query nFORM to generate a table that reports on participation in the specific activities offered by the grantee, for the specific target population it serves. The data for this nFORM-generated table will derive from responses to questions in the three programmatic tiers below.*

|  |  |  |
| --- | --- | --- |
| **Tier 1** | **Tier 2** | **Tier 3** |
| *Population Served* | *Workshop Activity* | *Workshop Element* |
| select ONE1 ⬜ Youth2 ⬜ Adult Individual3 ⬜ Adult Couple | select ONE1 ⬜ Education in High School2 ⬜ Premarital Education3 ⬜ Marriage and Relationship Skills Education4 ⬜ Marriage Enhancement5 ⬜ Divorce Reduction6 ⬜ Marriage Mentoring | select all that apply1 ⬜ Financial management2 ⬜ Parenting3 ⬜ Conflict Resolution4 ⬜ Job and Career Advancement |

***Example of nFORM-Generated Table on Participation:***

Adult Couples receiving Divorce Reduction (element: Conflict Resolution ONLY)

|  |  |
| --- | --- |
| **Options selected:**✓Adult Couples✓Divorce Reduction✓Conflict Resolution *ONLY* | **ADULT COUPLES** |
| **#** | **%** |
| **Workshop Attendance** |   |   |
| Attended at least one Divorce Reduction workshop, with conflict resolution |   |   |
| **Workshop Retention** |   |   |
| Did not attend any Divorce Reduction workshop hours with conflict resolution |   |   |
| Attended 1 to 24 percent of all Divorce Reduction workshop hours, with conflict resolution |   |   |
| Attended 25 to 49 percent of all Divorce Reduction workshop hours, with conflict resolution |   |   |
| Attended 50 to 74 percent of all Divorce Reduction workshop hours, with conflict resolution |   |   |
| Attended 75 to 99 percent of all Divorce Reduction workshop hours, with conflict resolution |   |   |
| Attended 100 percent of all Divorce Reduction workshop hours |   |   |

**3. Participation in individual service contacts**

| Blank | **Adult Couples** | **Adult Individuals** | **Youth** |
| --- | --- | --- | --- |
| Number of individual service contacts participants received during reporting period | **#** | **%** | **#** | **%** | **#** | **%** |
| *No individual service contacts* |   |   |   |   |   |   |
| *One to four individual service contacts* |   |   |   |   |   |   |
| *Five to eight individual service contacts* |   |   |   |   |   |   |
| *More than 8 individual service contacts* |   |   |   |   |   |   |
| *Average number of individual service contacts* |   |   |   |   |   |   |

**C-05 Quality Assurance and Monitoring (continuous quality improvement)**

**1. Staff Training**

|  |  |
| --- | --- |
| **a. Training in Curricula** | Proportion of Staff that Received Training in Curriculum |
| During the reporting period, approximately what proportion of the following types of staff received training in the program curricula? | None | Fewer than half | Half | More than half | All |
| Facilitators |   |   |   |   |   |
| Case Managers |   |   |   |   |   |
| Employment specialists |   |   |   |   |   |
| Supervisors |   |   |   |   |   |
| Program managers |   |   |   |   |   |
| Other program staff |   |   |   |   |   |

|  |  |
| --- | --- |
| **b. Staff Development Training** | Proportion of Staff that Received On-the-job Training  |
| During the reporting period, approximately what proportion of staff received on-the job training? | None | Fewer than half | Half | More than half | All |
| Facilitators |   |   |   |   |   |
| Case Managers |   |   |   |   |   |
| Employment specialists |   |   |   |   |   |
| Supervisors |   |   |   |   |   |
| Program managers |   |   |   |   |   |
| Other program staff |   |   |   |   |   |

**2. Frequency of direct observation**

|  |  |
| --- | --- |
| Blank | Proportion of Workshops Observed |
| For the two types of facilitators shown below, what proportion of their workshops was observed by a supervisor or another experienced facilitator during the reporting period? | None | Fewer than half | Half | More than half | All |
| Facilitators hired during the reporting period |   |   |   |   |   |
| Experienced facilitators  |   |   |   |   |   |

**3. Staff Supervision**

|  |  |
| --- | --- |
| Blank | Frequency of Meetings with Supervisors |
| During the reporting period, on average, how often did the following types of staff meet with their supervisors one-on-one? | At least weekly | Biweekly | Monthly | Once | Not during reporting period |
| Facilitators |   |   |   |   |   |
| Case workers  |   |   |   |   |   |
| Employment specialists |   |   |   |   |   |
| Supervisors |   |   |   |   |   |
| Program managers |   |   |   |   |   |
| Other program staff  |   |   |   |   |   |

**4. Caseloads**

|  |  |
| --- | --- |
| Blank | Average |
| Average number of participants assigned to each case worker |   |

**C-06 REFERRALS**

| Blank | **Adult Couples** | **Adult Individuals** | **Youth** |
| --- | --- | --- | --- |
| Blank | **#** | **%** | **#** | **%** | **#** | **%** |
| Number of referrals participants received during reporting period |   |   |   |   |   |   |
| *No referrals* |   |   |   |   |   |   |
| *One to four referrals* |   |   |   |   |   |   |
| *Five to eight referrals* |   |   |   |   |   |   |
| *More than 8 referrals* |   |   |   |   |   |   |
| *Average number of referrals* |   |   |   |   |   |   |
| Number of participants who followed-up on referrals (of those who received at least one referral) |   |   |   |   |   |   |
| *Did not follow up on any referrals* |   |   |   |   |   |   |
| *Followed up on at least 50 percent referrals received* |   |   |   |   |   |   |
| *Unknown* |   |   |   |   |   |   |

**C-07 Implementation Challenges**

**1. Common implementation challenges**

|  |  |  |  |
| --- | --- | --- | --- |
| Challenge | Not a Problem | Somewhat a problem | A serious problem |
| Obtaining referrals from community organizations | **1 ⬜** | **2 ⬜** | **3 ⬜** |
| Participant recruitment | **1 ⬜** | **2 ⬜** | **3 ⬜** |
| Enrolling the intended target population  | **1 ⬜** | **2 ⬜** | **3 ⬜** |
| Getting enrollees to start participating in services | **1 ⬜** | **2 ⬜** | **3 ⬜** |
| Getting enrollees to attend regularly | **1 ⬜** | **2 ⬜** | **3 ⬜** |
| Keeping participants engaged during sessions | **1 ⬜** | **2 ⬜** | **3 ⬜** |
| Getting enrollees to complete the program | **1 ⬜** | **2 ⬜** | **3 ⬜** |
| Recruiting qualified staff | **1 ⬜** | **2 ⬜** | **3 ⬜** |
| Staff performance | **1 ⬜** | **2 ⬜** | **3 ⬜** |
| Ensuring facilitators understand content | **1 ⬜** | **2 ⬜** | **3 ⬜** |
| Covering all program content in the time allotted | **1 ⬜** | **2 ⬜** | **3 ⬜** |
| Implementing curriculum with fidelity | **1 ⬜** | **2 ⬜** | **3 ⬜** |
| Program facilities | **1 ⬜** | **2 ⬜** | **3 ⬜** |
| Cooperation of recruitment and referral sources | **1 ⬜** | **2 ⬜** | **3 ⬜** |
| Service delivery partners | **1 ⬜** | **2 ⬜** | **3 ⬜** |
| Extreme weather or natural disasters | **1 ⬜** | **2 ⬜** | **3 ⬜** |
| Getting participants to complete pretest or posttest | **1 ⬜** | **2 ⬜** | **3 ⬜** |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **1 ⬜** | **2 ⬜** | **3 ⬜** |

**2. Staff turnover challenges**

|  |  |
| --- | --- |
| Staff who left or were removed from their position during the reporting period | Proportion of Staff Who Turned Over |
| None | Fewer than Half | Half | More than half |
| *Facilitators* | Blank | Blank | Blank | Blank |
| *Case workers* | Blank | Blank | Blank | Blank |
| *Employment specialists* | Blank | Blank | Blank | Blank |
| *Supervisors* | Blank | Blank | Blank | Blank |
| *Program managers* | Blank | Blank | Blank | Blank |
| *Other* | Blank | Blank | Blank | Blank |

**C-08 Marketing**

| Advertising purchased, donated, or conducted during the reporting period | Blank |
| --- | --- |
| *Newspaper ads* | Blank |
| *TV spots* | Blank |
| *Billboards, including those on public transportation or bus stop (that is, bench ads)* | Blank |
| *Radio ad or announcement* | Blank |
| *Internet ads* | Blank |
| *Social marketing (such as Facebook, Twitter )* | Blank |
| *Theater ads* | Blank |
| *Flyers* | Blank |
| *Presentations to program partners or community organization leaders or staff* | Blank |
| *Word of mouth* | Blank |
| *Other (Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)* | Blank |

**C-09 Participant Outcomes**

**1. Characteristics, at Program Exit, of Adult Couple and Individual Clients**

**A. Relationships/Marriage**

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome | Average posttest score | Range | Number of respondents |
| Attitudes about marriage | Blank | Blank | Blank |
| Believes that it is better for children if parents are married | Blank | 1 (strongly agree) to 4 (strongly disagree) | Blank |
| Believes that living together is the same as being married | Blank | 1 (strongly agree) to 4 (strongly disagree) | Blank |
| Relationship status (%) | Blank | Blank | Blank |
| Married | Blank | 0 – 100 | Blank |
| Engaged | Blank | 0 – 100 | Blank |
| Separated | Blank | 0 – 100 | Blank |
| Divorced | Blank | 0 – 100 | Blank |
| Widowed | Blank | 0 – 100 | Blank |
| Never married | Blank | 0 – 100 | Blank |
| Conflict management (only those with a partner) | Blank | Blank | Blank |
| Negative conflict management skills (5-item scale) | Blank | 5 – 20 | Blank |
| Positive conflict management skills (7-item scale) | Blank | 7 – 28 | Blank |
| Satisfaction with how conflict with partner is handled | Blank | 1 (very satisfied) to 3 (not at all satisfied) | Blank |
| Commitment to marriage (only those who are married) | Blank | Blank | Blank |
| View marriage as lifelong | Blank | 1 (strongly agree) to 4 (strongly disagree) | Blank |

**B. Parenting**

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome | Average posttest score | Range | Number of respondents |
| Nurturing parentinga | Blank | Blank | Blank |
| Happy being with child | Blank | 1 (never) to 4 (often) | Blank |
| Feels very close to child | Blank | 1 (never) to 4 (often) | Blank |
| Tries to comfort child when she/he is upset | Blank | 1 (never) to 4 (often) | Blank |
| Spends time with child doing what he/she likes to do | Blank | 1 (never) to 4 (often) | Blank |
| Disciplinea | Blank | Blank | Blank |
| Talks about what child did wrong | Blank | 1 (never) to 4 (every day or almost every day) | Blank |
| Hits, spanks, grabs, or uses physical punishment | Blank | 1 (never) to 4 (every day or almost every day) | Blank |
| Yells, shouts, or screams at child when he/she is mad at him/her | Blank | 1 (never) to 4 (every day or almost every day) | Blank |
| Co-parenting | Blank | Blank | Blank |
| Works well with co-parent in parenting child | Blank | 1 (strongly agree) to 4 (strongly disagree) | Blank |
| Perceived improvements in parenting and co-parenting | Blank | Blank | Blank |
| Feels more confident in parenting skills since attending program | Blank | 1 (strongly agree) to 4 (strongly disagree) | Blank |

a Responses averaged across respondent’s two youngest children, if applicable

**C. Economic Stability**

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome | Average posttest score | Range | Number of respondents |
| Willing to work | Blank | Blank | Blank |
| Would like to get a job | Blank | 1 (strongly agree) to 4 (strongly disagree) | Blank |
| Would like to get a better job | Blank | 1 (strongly agree) to 4 (strongly disagree) | Blank |
| Current employment status (%) | Blank | Blank | Blank |
| Full-time employment (usually work 35 hours or more a week) | Blank | 0–100 | Blank |
| Part-time employment (usually work 1 – 34 hours a week) | Blank | 0–100 | Blank |
| Employed, but hours vary | Blank | 0–100 | Blank |
| Temporary, occasional, or seasonal employment, or odd jobs for pay | Blank | 0–100 | Blank |
| Not currently employed | Blank | 0–100 | Blank |
| Actively looking for work | Blank | 0–100 | Blank |
| Retired | Blank | 0–100 | Blank |
| Disabled | Blank | 0–100 | Blank |
| In school full or part time | Blank | 0–100 | Blank |
| Employment stability | Blank | Blank | Blank |
| Length of time in current job | Blank | To be determined | Blank |
| Perceived improvements in money management | Blank | Blank | Blank |
| Knows how to handle money and bills better since attending program | Blank | 1 (strongly agree) to 4 (strongly disagree) | Blank |

**D. Program Perceptions**

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome | Percent reporting | Range | Number of respondents |
| Program helped a lot (%) | Blank | 0–100 | Blank |
| Program help some (%) | Blank | 0–100 | Blank |
| Program helped not at all (%) | Blank | 0–100 | Blank |

**2. Characteristics, at Program Exit, of Youth Clients**

**A. Marriage and relationship attitudes**

| Outcome | Average posttest score | Range | Number of respondents |
| --- | --- | --- | --- |
| Marriage beliefs | Blank | Blank | Blank |
| Believes that marriages are happy or unhappy and not much will change that | Blank | 1 (strongly agree) to 4 (strongly disagree) | Blank |
| Believes that in happy marriages, do not need to work on relationship | Blank | 1 (strongly agree) to 4 (strongly disagree) | Blank |
| Expectations | Blank | Blank | Blank |
| Expect to be married to one person for life | Blank | 1 (almost no chance) to 5 (almost certain chance) | Blank |
| Expect to live with boyfriend/girlfriend without being married | Blank | 1 (almost no chance) to 5 (almost certain chance) | Blank |
| Expect to have a child without being married | Blank | 1 (almost no chance) to 5 (almost certain chance) | Blank |
| Attitudes about intimate partner violence | Blank | Blank | Blank |
| Believes that violence is sometimes only way to express feelings | Blank | 1 (strongly disagree) to 4 (strongly agree) | Blank |
| Believes that it’s okay to stay in a relationship in which person is afraid of partner | Blank | 1 (strongly disagree) to 4 (strongly agree) | Blank |
| Ended unhealthy relationship | Blank | Blank | Blank |
| Ended emotionally unhealthy or abusive relationship since attending program (%) | Blank | 0 – 100 | Blank |
| Ended physically unhealthy or abusive relationship since attending program (%) | Blank | 0 – 100 | Blank |

**B. Attitudes about sex**

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome | Average posttest score | Range | Number of respondents |
| Believes that people in love do not need to use condoms or birth control | Blank | 1 (strongly disagree) to 4 (strongly agree) | Blank |
| Would find it hard to say “no” if boyfriend/girlfriend pressured for sex | Blank | 1 (strongly disagree) to 4 (strongly agree) | Blank |

**C. Current relationship**

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome | Average posttest score | Range | Number of respondents |
| Boyfriend/girlfriend insults or criticizes respondent’s ideas | Blank | 1 (none of the time) to 5 (all of the time) | Blank |
| During disagreements respondent throws or hits something | Blank | 1 (none of the time) to 5 (all of the time) | Blank |

**D. Parenting**

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome | Average posttest score | Range | Number of respondents |
| Nurturing parenting(if live with child) | Blank | Blank | Blank |
| Happy being with child  | Blank | 1 (never) to 4 (often) | Blank |
| Feels very close to child | Blank | 1 (never) to 4 (often) | Blank |
| Tries to comfort child when she/he is upset  | Blank | 1 (never) to 4 (often) | Blank |
| Spends time with child doing what he/she likes to do | Blank | 1 (never) to 4 (often) | Blank |
| Discipline(if live with child) | Blank | Blank | Blank |
| Talks about what child did wrong | Blank | 1 (never) to 4 (every day or almost every day) | Blank |
| Hits, spanks, grabs, or uses physical punishment  | Blank | 1 (never) to 4 (every day or almost every day) | Blank |
| Yells, shouts, or screams at child because mad at him/her | Blank | 1 (never) to 4 (every day or almost every day) | Blank |
| Frequency saw child in past month(if do not live with child) | Blank | Blank | Blank |
| Every day or almost every day (%) | Blank | 0–100 | Blank |
| One to three times a week (%) | Blank | 0–100 | Blank |
| One to three times a month (%) | Blank | 0–100 | Blank |
| Did not see child in past month (%) | Blank | 0–100 | Blank |

**E. Program perceptions**

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome | Percent reporting | Range | Number of respondents |
| Program helped a lot (%) | Blank | 0–100 | Blank |
| Program help some (%) | Blank | 0–100 | Blank |
| Program helped not at all (%) | Blank | 0–100 | Blank |

**Part 4: Federal Financial Report**