

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

OMB Control No.: 0970-0460

Expiration Date: 07/31/2018

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. Semi-annual progress reports are due within 30 days of the end of each 6-month reporting period, which are:

- Reporting Period 1: September 30 – March 31; Report Due: April 30
- Reporting Period 2: September 30 – September 29; Report Due: October 30

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_new_exp_date_93019_36320.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 Community Individuals and Couples
 - 9.2 Incarcerated Individuals

Part 4: Federal Financial Report (FFR) SF-425 found at <http://apply07.grants.gov/apply/forms/sample/SF425-V1.0.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), 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) announced the system.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

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

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

Part 2: Appendix B – PROGRAM INDICATORS

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

B-01 PERFORMANCE NARRATIVE

Please provide details on the following questions about your program and services.

Target population

Please provide a detailed description of your target population.

Program services

Please provide a detailed description of the following:

- Program components, including workshops and case management. For reentry grantees, specify which services are pre-release and which are post-release.
- 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

Economic Stability

Please provide a detailed description of the following:

- Describe the employment services offered to participants in need of employment. For reentry grantees: If different, describe employment services for participants formerly incarcerated.
- 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.

Programs with Subsidized Employment Elements

If 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.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

<u>Staffing</u> Please provide a list of program key staff with roles and responsibilities.
<u>Partners</u> Please provide a list of program partners (specify those with MOUs) and their roles and responsibilities for program implementation.
<u>Other</u> Please provide any other details on performance that you think are relevant for this reporting period.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

B-02 MAJOR ACTIVITIES & ACCOMPLISHMENTS

Describe major programmatic and operational activities and accomplishments during this reporting period in the topical areas shown below.

Recruitment methods and strategies

Please provide a detailed description of your recruitment strategies and approaches, including any changes, during this reporting period.

Recruitment performance measures

Please review the performance measures in Appendix C-01. Is there anything else you would like to share about the recruitment methods?

Program intake and applicant characteristics

Please describe your program's intake process and when an applicant is considered "enrolled" in your program.

Applicant characteristics performance measures

Please review the performance measures in Appendix C-02. Please provide additional information describing/explaining the characteristics of program applicants this reporting period.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

Program enrollment

Please 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.

Screening for Intimate Partner Violence

Please describe whether and how applicants are screened for intimate partner violence.

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.

Program enrollment performance measures

Please review the performance measures in Appendix C-03. Please provide additional information describing/explaining program enrollment and IPV screening this reporting period.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

Program participation

In 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.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

Program participation performance measures

Please review the performance measures in Appendix C-04. Please provide additional information describing/explaining program participation this reporting period.

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.

Quality assurance and monitoring (continuous quality improvement) performance measures

Please review the performance measures in Appendix C-05. Please provide additional information describing/explaining your activities this reporting period to ensure program quality.

In the space provided below, please describe the trainings that staff received.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

Referrals

In the space provided below, please provide a detailed description of your process for follow-up with participants referred for services.

Referral performance measures

Please review the performance measures in Appendix C-06. Please provide additional information describing/explaining referrals this reporting period.

Local program evaluation

Please describe activities and accomplishments pertaining to the design and execution of your local program evaluation.

Other

Please describe other activities and accomplishments during the reporting period.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

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.

Implementation challenges performance measures

Please 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.

Staff turnover

Please describe any positions that are currently vacant and your plan to fill each vacancy.

Technical assistance needs

Describe any guidance or technical assistance you would like to help address current or anticipated challenges.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

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

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

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 measures

Please review the performance measures in Appendix C-08. Please provide additional information describing/explaining dissemination activities this reporting period.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

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).

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

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

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

B-08 SELECTED PARTICIPANT OUTCOMES

Please review the performance measures in Appendix C-09. Please provide additional information describing/explaining program participants' outcomes this reporting period.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

Part 3: Appendix C – PERFORMANCE MEASURES

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

C-01 RECRUITMENT

1. Recruitment methods used during the reporting period

<i>Phone or mail outreach</i>	
<i>Street outreach</i>	
<i>Referrals from community agencies</i>	
<i>On-site recruitment at community agencies</i>	
<i>Other (Please specify: _____)</i>	

2. Agencies and organizations that provided referrals during the reporting period

<i>Hospitals, maternity clinics, doctors' offices</i>	
<i>Schools</i>	
<i>Places of worship or faith-based community center</i>	
<i>Child support agencies (voluntary enrollment)</i>	
<i>Child support agencies (court ordered to enroll in a program like this)</i>	
<i>Employment assistance centers or one-stops</i>	
<i>TANF offices</i>	
<i>WIC agencies</i>	
<i>Head Start</i>	
<i>Healthy Start</i>	
<i>Child welfare agencies (voluntary enrollment)</i>	
<i>Child welfare agencies (court ordered to enroll in a program like this)</i>	
<i>Probation and parole</i>	
<i>Other community agencies or organizations</i>	
<i>Self-referrals</i>	
<i>Other (Please specify: _____)</i>	

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

3. FTE staff dedicated to recruitment during the reporting period **Number of staff**

<i>< 0.5 FTE</i>	
<i>0.5 to 0.9 FTE</i>	
<i>1 to 1.4 FTE</i>	
<i>1.5 to 1.9 FTE</i>	
<i>2 to 2.4 FTE</i>	
<i>2.5 to 2.9 FTE</i>	
<i>3 or more FTE</i>	

4. Program applicants (during the reporting period) who reported hearing about the program through each source **Percent of applicants¹**

<i>Word of mouth (friends, family, acquaintances)</i>	
<i>Newspaper ad, billboards, or a flyer</i>	
<i>Radio ad or a TV spot</i>	
<i>Internet ad or social media such as Facebook, Twitter</i>	
<i>Government agency, such as the Office of Child Support Enforcement, TANF, WIC, Child Welfare (CPS), parole/probation office, other agency</i>	
<i>Community organization, such as a school, hospital, maternity clinic, doctor's office, place of worship, Head Start, or Healthy Start center</i>	
<i>Program staff or program</i>	
<i>Other</i>	

5. Primary reason applicant chose to enroll in the program **Percent of applicants**

<i>To learn about being a better parent</i>	
<i>To learn how to improve my personal relationships</i>	
<i>To find a job or a better job</i>	
<i>Friends were coming</i>	
<i>Spouse/partner asked them to come</i>	
<i>Parole/probation officer told them to enroll in a program like this</i>	
<i>A court ordered them to enroll in a program like this</i>	
<i>Child support staff suggested they enroll in a program like this</i>	
<i>Child welfare staff suggested they enroll in a program like this</i>	
<i>Other</i>	

¹ Applicants may provide multiple responses, so total may exceed 100 percent.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

C-02 APPLICANT CHARACTERISTICS

1. Demographic Characteristics	Percent of applicants
1. Sex (male)	
2. Age	
<i>Under 18 years</i>	
<i>18-20 years</i>	
<i>21 – 24 years</i>	
<i>25 – 34 years</i>	
<i>35 – 44 years</i>	
<i>45 – 54 years</i>	
<i>55 – 64 years</i>	
<i>65 years or older</i>	
3. Race ²	
<i>American Indian or Alaska Native</i>	
<i>Asian</i>	
<i>Black or African-American</i>	
<i>Native Hawaiian or other Pacific Islander</i>	
<i>White</i>	
<i>Other</i>	
4. Hispanic or Latino	
5. English is primary language	

² Applicants may provide multiple responses, so total may exceed 100 percent.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

2. Economic Stability **Percent of applicants**

1. Educational Attainment	
<i>No degree or diploma</i>	
<i>High school diploma</i>	
<i>GED</i>	
<i>Schooling beyond high school</i>	
2. Employment Status ³	
<i>Full-time employed</i>	
<i>Part-time employment</i>	
<i>Employed but number of hours changes</i>	
<i>Temporary, occasional, or seasonal employment, or odd jobs for pay</i>	
<i>Not currently employed</i>	
<i>Actively looking for work</i>	
<i>Retired</i>	
<i>Disabled</i>	
<i>In school full or part time</i>	
3. Receipt of assistance in the past month by anyone in the household	
<i>Temporary Assistance for Needy Families (TANF)</i>	
<i>Supplemental Security Income (SSI)</i>	
<i>Social Security Disability Insurance (SSDI)</i>	
<i>Supplemental Nutrition Assistance Program (SNAP)/Food stamps</i>	
<i>Women, Infants, and Children (WIC)</i>	
<i>Unemployment insurance</i>	
<i>Housing choice voucher (sometimes called Section 8)</i>	
<i>Cash assistance</i>	
<i>Child support</i>	
<i>Other</i>	
4. 4. Income in past 30 days	
<i>Less than \$500</i>	
<i>\$500 - \$1,000</i>	
<i>\$1,001 - \$2,000</i>	
<i>\$2,001 - \$3,000</i>	
<i>\$3,001 - \$4,000</i>	
<i>\$4,001 - \$5,000</i>	

³ Response options are not mutually exclusive, so total may exceed 100 percent.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

2. Economic Stability

**Percent of
applicants**

	<i>More than \$5,000</i>	
--	--------------------------	--

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

3. Family Structure **Percent of applicants**

1. Marital status	
<i>Married</i>	
<i>Engaged</i>	
<i>Separated</i>	
<i>Divorced</i>	
<i>Never married</i>	
<i>Widowed</i>	
2. Non-marital partner status	
<i>No current partner</i>	
<i>Involved with someone on a steady basis</i>	
<i>Involved in an on-again and off-again relationship</i>	
3. Living arrangement with partner	
<i>All of the time</i>	
<i>Most of the time</i>	
<i>Some of the time</i>	
<i>None of the time</i>	
4. Applicant or partner is pregnant	
5. Average number of total children younger than 21 years (not including pregnancy)	
6. Average number of biological or adopted children (not including pregnancy)	
7. Average number of biological or adopted children who live with applicant all or most of the time	

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

Characteristics, at Beginning of Program, of Community Individual and Couple Clients

4. Parenting and co-parenting

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

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

5. Economic Stability

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

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

6. Relationships

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

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

Characteristics, at Beginning of Program, of Incarcerated Clients

7. Parenting and co-parenting

Outcome	Average score	Range	Number of respondents
Nurturing parenting ^a			
Feels very close to child		1 (never) to 4 (often)	
Tries to comfort child when she/he is upset		1 (never) to 4 (often)	
Frequency spoke to child on phone in past month ^a			
Every day or almost every day (%)		0–100	
One to three times a week (%)		0–100	
One to three times a month (%)		0–100	
Did not talk to child on phone in past month (%)		0–100	

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

8. Economic Stability

Outcome	Average score	Range	Number of respondents
Willing to work			
Would like to learn new job skills		1 (strongly agree) to 4 (strongly disagree)	

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

9. Relationships

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

10. Personal Development

Outcome	Average score	Range	Number of respondents
Hopefulness			
Has hope when thinks of his future		1 (strongly agree) to 4 (strongly disagree)	

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

C-03 PROGRAM ENROLLMENT

1. Screening for Intimate Partner Violence (IPV)

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

2. Enrollment targets and actual enrollment

	Number of Community* Individuals	Number of Community* Couples	Number of Incarcerated Individuals
Enrollment target for current grant year			
Enrolled since beginning of current grant year to end of reporting period			
<i>% of grant-year target met to date</i>			

*Community Individuals and Community Couples are defined as individuals or couples who are not incarcerated at program entry.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

C-04 PARTICIPATION

1. Initial Participation

	Number of Community* Individuals	Number of Community* Couples	Number of Incarcerated Individuals
Enrolled since beginning of current grant year to end of reporting period (<i>only those with at least 2 months since enrollment</i>)			

*Community Individuals and Community Couples are defined as individuals or couples who are not incarcerated at program entry.

	Number of Community* Individuals		Number of Community* Couples		Number of Incarcerated Individuals	
	#	%	#	%	#	%
Participated in their first <u>program service</u> (workshop session series occurrence or individual service contact) during the time period shown						
<i>Within 1 week of program enrollment</i>						
<i>Between 2 and 4 weeks of program enrollment</i>						
<i>Between 1 and 2 months of program enrollment</i>						
<i>More than 2 months since program enrollment</i>						
<i>Not yet engaged in a service</i>						
Participated in their first <u>workshop session series occurrence</u> during the time period shown						
<i>Within 1 week of program enrollment</i>						
<i>Between 2 and 4 weeks of program enrollment</i>						
<i>Between 1 and 2 months of program enrollment</i>						
<i>More than 2 months since program enrollment</i>						
<i>Not yet engaged in a workshop session series</i>						

*Community Individuals and Community Couples are defined as individuals or couples who are not incarcerated at program entry.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

2. Attendance at Workshops

Users can query nFORM to generate a table that reports on participation in the specific activities offered by the grantee for the specific target population being served. The data for this nFORM-generated table will derive from responses to questions in the two programmatic tiers below.

Tier 1	Tier 2
<i>Population Served</i>	<i>Workshop Activity</i>
SELECT ONE <input type="checkbox"/> Community Individual <input type="checkbox"/> Community Couple <input type="checkbox"/> Incarcerated Individual	SELECT ONE <input type="checkbox"/> Intimate Partner Relationship <input type="checkbox"/> Economic Stability <input type="checkbox"/> Parenting

Example of nFORM-Generated Table on Participation:
Community Individuals receiving Parenting activity

Options selected:	Community Individuals	
	#	%
<input checked="" type="checkbox"/> Community Individual <input checked="" type="checkbox"/> Parenting		
Workshop Retention		
Did not attend any sessions		
Attended 1 to 24 percent of all <u>Parenting</u> workshop session series hours		
Attended 25 to 49 percent of all <u>Parenting</u> workshop session series hours		
Attended 50 to 74 percent of all <u>Parenting</u> workshop session series hours		
Attended 75 to 99 percent of all <u>Parenting</u> workshop session series hours		
Attended 100 percent of all <u>Parenting</u> workshop session series hours		

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

3. Individual service contacts

	Community Individuals		Community Couples		Incarcerated Individuals	
	#	%	#	%	#	%
Number of individual service contacts participants received during reporting period						
<i>No individual service contacts</i>						
<i>One to four individual service contacts</i>						
<i>Five to eight individual service contacts</i>						
<i>More than 8 individual service contacts</i>						
<i>Average number of individual service contacts</i>						

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

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

	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					

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

3. Staff Supervision

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

4. Caseloads

	Average
Average number of participants assigned to each case worker	

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

C-06 REFERRALS

	Community Individuals		Community Couples		Incarcerated Individuals	
	#	%	#	%	#	%
Number of referrals participants received during reporting period						
<i>No referrals</i>						
<i>One to four referrals</i>						
<i>Five to eight referrals</i>						
<i>More than 8 referrals</i>						
<i>Average number of referrals</i>						
Number of participants who followed-up on referrals (of those who received at least one referral)						
<i>Did not follow up on any referrals</i>						
<i>Followed up on at least 50 percent referrals received</i>						
<i>Unknown</i>						

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

C-07 IMPLEMENTATION CHALLENGES

1. Common implementation challenges

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

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

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
<i>Facilitators</i>				
<i>Case workers</i>				
<i>Employment specialists</i>				
<i>Supervisors</i>				
<i>Program managers</i>				
<i>Other</i>				

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

C-08 MARKETING

Advertising purchased, donated, or conducted during the reporting period

<i>Newspaper ads</i>	
<i>TV spots</i>	
<i>Billboards, including those on public transportation or bus stop (that is, bench ads)</i>	
<i>Radio ad or announcement</i>	
<i>Internet ads</i>	
<i>Social marketing (such as Facebook, Twitter)</i>	
<i>Theater ads</i>	
<i>Flyers</i>	
<i>Presentations to program partners or community organization leaders or staff</i>	
<i>Word of mouth</i>	
<i>Other (Please specify: _____)</i>	

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

C-09 PARTICIPANT OUTCOMES:

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

A. Parenting and co-parenting

Outcome	Average posttest score	Range	Number of respondents
Nurturing parenting ^a			
Happy being with child		1 (never) to 4 (often)	
Feels very close to child		1 (never) to 4 (often)	
Tries to comfort child when she/he is upset		1 (never) to 4 (often)	
Spends time with child doing what he/she likes to do		1 (never) to 4 (often)	
Discipline ^a			
Talks about what child did wrong		1 (never) to 4 (every day or almost every day)	
Hits, spansks, grabs, or uses physical punishment		1 (never) to 4 (every day or almost every day)	
Yells, shouts, or screams at child when he/she is mad at him/her		1 (never) to 4 (every day or almost every day)	
Frequency saw child in past month ^a			
Every day or almost every day (%)		0–100	
One to three times a week (%)		0–100	
One to three times a month (%)		0–100	
Did not see child in past month (%)		0–100	
Perceived improvements in parenting and co-parenting			
Feels more confident in parenting skills since attending program		1 (strongly agree) to 4 (strongly disagree)	
Works better with child's mother since attending program		1 (strongly agree) to 4 (strongly disagree)	
Does more to financially support children since attending program		1 (strongly agree) to 4 (strongly disagree)	

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

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

B. Economic Stability

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

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

C. Relationships

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

D. Personal Development

Outcome	Average posttest score	Range	Number of respondents
Personal agency			
Believes has little control over things that happen to him		1 (strongly agree) to 4 (strongly disagree)	
Hopefulness			
Has hope when thinks of his future		1 (strongly agree) to 4 (strongly disagree)	
Awareness of sources of social support			
Doesn't know where to go for help if had money troubles		1 (strongly agree) to 4 (strongly disagree)	
Has people to talk to if facing a crisis		1 (strongly agree) to 4 (strongly disagree)	

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

E. Perceived helpfulness of program

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

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

2. Characteristics, at Program Exit, of Incarcerated Clients

A. Parenting and co-parenting

Outcome	Average posttest score	Range	Number of respondents
Nurturing parenting ^a			
Happy being with child		1 (never) to 4 (often)	
Feels very close to child		1 (never) to 4 (often)	
Tries to comfort child when she/he is upset		1 (never) to 4 (often)	
Frequency saw child in past month ^a			
Every day or almost every day (%)		0–100	
One to three times a week (%)		0–100	
One to three times a month (%)		0–100	
Did not see child in past month (%)		0–100	
Frequency spoke to child on phone in past month ^a			
Every day or almost every day (%)		0–100	
One to three times a week (%)		0–100	
One to three times a month (%)		0–100	
Did not talk to child on phone in past month (%)		0–100	
Perceived improvements in parenting and co-parenting			
Feels more confident in parenting skills since attending program		1 (strongly agree) to 4 (strongly disagree)	
Works better with child's mother since attending program		1 (strongly agree) to 4 (strongly disagree)	
Feels more confident about ability to stay connected with children since attending program		1 (strongly agree) to 4 (strongly disagree)	

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

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

B. Economic Stability

Outcome	Average posttest score	Range	Number of respondents
Willing to work			
Would like to learn new job skills		1 (strongly agree) to 4 (strongly disagree)	
Current employment status			
Has a job (%)		0–100	
Job is work-release (among those with a job) (%)		0–100	
Employment stability			
Length of time in current job		To be determined	
Perceived improvements in money management			
Knows how to handle money better since attending program		1 (strongly agree) to 4 (strongly disagree)	

C. Relationships

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

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

D. Personal Development

Outcome	Average posttest score	Range	Number of respondents
Personal agency			
Believes has little control over things that happen to him		1 (strongly agree) to 4 (strongly disagree)	
Hopefulness			
Has hope when thinks of his future		1 (strongly agree) to 4 (strongly disagree)	
Awareness of sources of social support			
Doesn't know where to go for help if had money troubles		1 (strongly agree) to 4 (strongly disagree)	
Has people to talk to if facing a crisis		1 (strongly agree) to 4 (strongly disagree)	

E. Perceived helpfulness of program

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

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR RESPONSIBLE FATHERHOOD PROGRAMS

Part 4: Federal Financial Report