

Agenda:

Topic	Time	Facilitator
Kickoff	2 minutes	MITRE
Intro/Background	3 minutes	OFVPS
Housekeeping	7 minutes	MITRE
Questions	45 minutes	MITRE
<i>Section 1: Services, data collection, reporting (20 min)</i>		
Section 2: New PPR components to capture data not otherwise available (15 min)		
Section 3: Training and technical assistance tools that will be needed to assist discretionary grant recipients with collecting and reporting PPR data (10 min)		
Wrap-Up/Next Steps	3 minutes	MITRE and OFVPS

Overview of Listening Session Question Sections	
Opening	The opening section provides a kickoff, introduction and background, and some housekeeping items. Then, it identifies who is on the call and what services they currently provide, based on what is allowed in the Notice of Funding Opportunity (NOFO).
Section 1: Services, data collection, reporting	The first section is focused on understanding how grant recipients currently collect data on the services that they are providing and how they provide that information for their grant reports. For the CS-DV/SA group, it will focus on how grant recipients will be equipped to collect the data based on the resource centers' understanding of the grant recipients' capabilities and program plans.
Section 2: New PPR components to capture data not otherwise available	In the middle section, grant recipients will focus on approaches for culturally specific reporting and give feedback about possible challenges in quantifying the number and type of services provided, especially for direct services. This will include language that seeks to identify grant recipients' priorities for a future state PPR form, including metrics they feel could better tell the story of the work.
Section 3: Training and technical assistance tools that will be needed to assist discretionary grant recipients with collecting and reporting PPR data	The final section identifies training and technical assistance needs related to how CS-DV/SA grant recipients monitor, collect, and report data to quantify the success of their programs.

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Facilitation Guide

Kickoff (2 min)

Slide 1: Welcome & Introduction

MITRE:

Hi everyone! Please enter your name and organization in the chat. We will wait a couple more minutes for people to join. You should be muted on entry, and please mute your audio if you are not speaking to keep background noise at a minimum.

For session 2: Each session covers the same content so if you already attended, please feel free to drop off. Thank you for your time!

MITRE:

Good morning/afternoon, and welcome everyone!

[MITRE team to introduce themselves]

Thank you for joining us today and participating in this listening session. As you are probably aware, MITRE has scheduled 2 one-hour listening sessions to seek feedback from grant recipients to inform a future version of the PPR that grant recipients will use to report on their activities.

MITRE will be facilitating this listening session on behalf of the ACF Office of Family Violence Prevention and Services (referred to in this conversation as OFVPS) team, who is also on the line, and who we will hear from momentarily. MITRE operates the CMS Alliance to Modernize Healthcare—which is the Health Federally Funded Research and Development Center.

We know some of you may have participated in similar listening sessions about performance progress reporting in 2022. Today's session has a different focus and will capture information on how to design a new PPR for grant recipients providing culturally specific services. OFVPS will be incorporating your input into recommendations later this year for the PPR.

During this session, we will ask questions on:

- 1) Services, data collection, reporting

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- 2) New PPR components to capture data not otherwise available
- 3) Training and technical assistance tools that will be needed to assist discretionary grant recipients with collecting and reporting PPR data

We truly appreciate your time as we look forward to gaining a deeper insight into the PPR format, content, and reporting burden.

As we mentioned, our OFVPS colleagues are on the line. I'd like to hand it to [OFVPS] to introduce themselves and provide some opening remarks, including some thoughts on the background and purpose of this listening session.

Intro/Background (3 min)

Slide 1: Welcome & Introduction

OFVPS:

Suggested talking points for OFVPS:

- Good morning/afternoon. This is (name, role) from the OFVPS team within the Administration for Children and Families (ACF). As you may know, ACF is creating a new Performance Progress Report (PPR) for the Culturally Specific Domestic Violence and Sexual Assault discretionary program. The purpose of the new PPR is to efficiently and effectively capture data related to the important work that will be done through the culturally specific grants, so that it can be used for analysis, program planning, and reporting.
- Your feedback will help OFVPS to identify relevant PPR content and needed metrics and format and to better understand how to capture culturally specific data for this grant requirement. This is your opportunity to share feedback with OFVPS and shape future reporting requirements.
- The goal of this PPR improvement project is to improve data quality, completeness, and accessibility. These results will help you and OFVPS make better data-driven decisions and direct funds more appropriately to enhancing domestic violence services to match emerging needs.
- We appreciate your time and are excited to hear your feedback! I will now pass it back to the MITRE team to review some housekeeping items before we start the listening session.

Housekeeping (7 min)

Slide 2: Agenda

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MITRE:

We'll start our meeting with some housekeeping and introductions in a moment and then jump right into the discussion.

Throughout the discussion there will be a couple of polling questions and chances to share in the chat, so if you are in front of your computer and ready to respond to the polls when we get to them, that would be great. We will look to wrap up the discussion around (5 min before end) and save a few minutes for wrap up and next steps.

Slides 3: Rules of Engagement

MITRE:

Before we get into the discussion, we'd like to review some "rules of engagement" to ensure we allow for a dynamic discussion while also ensuring everyone is able to participate and provide meaningful input.

To optimize your meeting experience, we would ask if you could log into Zoom online rather than dialing in. We encourage folks to have their video on. We do have a poll set up, which will require you to be in front of your screen to participate.

We will keep all lines open for discussion, and please keep your microphones muted while you are not speaking to prevent background noise. Please be mindful of time constraints on the agenda and floor time to allow everyone to participate and provide thorough input. Feel free to use the "raise hand" function if conversation becomes particularly dynamic and it becomes difficult to jump in, and we will make sure we hear from everyone. Also feel free to make liberal use of the chat function. The MITRE team will monitor the chat for your questions and comments throughout the session.

Please introduce yourself when speaking and answering questions. We also welcome additional input through the chat box, which will be monitored throughout the session, and may ask for verbal clarification of any points raised in the chat. If time permits, we will answer questions from the chat at the end of our session.

Finally, we are planning to record today's session for internal notetaking purposes only and once our notes have been verified, we will destroy the recording. If you have concerns with being recorded, please feel free to leave the call at this time. [Note-taker hits record]

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A live transcript is also available during our meeting, and you can choose to enable or turn that feature off by selecting the “arrow” next to the CC Live Transcript button on your Toolbar. [Note-taker hits the Live Transcript button]

Slide 4: Disclaimer

Today’s listening session questions have been approved by OMB. Any questions before we get started?

Slide 5: Organizations Attending

MITRE:

To get a sense of who is on the call, if you haven’t already, please use the chat to tell us your name and which organization you are representing for this listening session.

Slide 6: Activities Attending Organizations Perform with Grant Funds

MITRE:

Now that we know who is on the call, we would like to get a general idea of which activities your organization uses or plans to use the discretionary grant funds to provide. Please use the poll (*see Appendix for poll answer options*) to tell us which of the allowed activities your organization provides to grant recipients.

Follow-up: For any of you that chose “Other” as an option, could you please write what those activities are in the chat?

Discussion Section 1 – Current Services, Data Collection and Reporting (20 min)

Slide 7: Current Services, Data Collection, and Reporting

MITRE:

Our first section of the discussion will focus on services, data collection, and reporting. Again, we’ve got separate time allotted to discuss PPR format, as well as the training and technical assistance you

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provide, so we will try to make sure we save time for all your feedback.

- How would you recommend grant recipients be required to report on their services and provide metrics for their direct services?

Additional prompts if needed:

- What are the most important metrics recipients should plan to collect when reporting on program outcomes for marginalized racial and ethnic groups?
- How should metrics differ for individuals from different populations? (ex. immigrant/refugee, undocumented, limited English proficiency, etc.)

Slide 8: Logic Model Components

Thanks for your input. Now, as part of their application for the CS DV/SA grant, grant recipients were required to submit a logic model with the components shown here on the screen:

- Are there components of yours or the grant recipients' logic models that you feel may be important to document?
- (For resource centers) Share how you use the grant recipients' logic model (or other evaluation plan) when you are teaching and/or providing TTA to them on how to monitor and report their performance data.

[XXX] will add each question to the chat as it is asked and monitor the chat for written commentary]

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Discussion Section 2 - New PPR components to capture data not otherwise available (15 min)

Slide 9: Culturally Specific Reporting Approaches

MITRE:

The work done by culturally specific domestic violence and sexual assault grant recipients brings unique programming to communities. In this section of the discussion, we will focus on the new or innovative ways that the PPR can capture the impact of work done by OFVPS grant recipients.

Discretionary grant recipients will report a wide range of types of culturally specific and underserved service recipients, which are re-categorized for the purposes of the PPR report into categories titled by the most often used name for the group.

These categories included the ones here on the slide: Age, African American, Asian Pacific Islander, Disabilities, Hispanic/ Latino, Homeless/ low income, Immigrant & Refugee, LGBTQ, Native American and Alaskan Native, Religious, Substance Abuse/ Mental Health.

- Please describe any helpful reporting-formats for culturally specific programming that you or the grant recipients you support complete for other grant programs (ex. state reporting form, federal reporting form, etc.).
- What challenges, if any, do you anticipate grant recipients will have with tracking the number and type of culturally specific services provided?
- What would be the best ways for recipients to provide metrics on their direct services work?

Slide 10: New PPR Components and Metrics

CS-DV/SA grant recipients are expected to provide culturally specific sexual assault and domestic violence services to survivors from underserved and marginalized communities. To accurately report to Congress on how culturally specific DV/SA funds are used, OFVPS is considering ways to quantify the work grant recipients do. Of all activities the CS DVSA grant recipients provide:

- What do you view to be the most effective metrics for determining the success of culturally specific DV/SA programs?
- Are there any data that you would want to prioritize on the PPRs that could demonstrate the success of the programs?

[XXX] will add each question to the chat as it is asked and monitor the chat for written commentary]

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Discussion Section 3 - Training and technical assistance tools that will be needed to assist discretionary grant recipients with collecting and reporting PPR data (10 min)

Slide 11: Training and Technical Assistance Tools

MITRE:

Now we will focus on the training and technical assistance tools needed to assist culturally specific grant recipients with collecting and reporting services data.

- What challenges, if any, do you anticipate regarding your organization or the culturally specific grant recipients you serve being able to collect and report the services data necessary to report their progress?
- (For resource centers)
 - In addition, please describe the training and technical assistance you provide for culturally specific grant recipients regarding:
 - Collecting and reporting services data
 - Direct services
 - Finally, how have you taught and/or provided TTA to the grant recipients you support to communicate progress or challenges with their project officer/OFVPS outside of the PPR? What information have you instructed them to share?

[XXX will add each question to the chat as it is asked and monitor the chat for written commentary]

Wrap-Up (3 min)

Slide 12: Wrap-up

MITRE:

Thank you so much for sharing your time and insight with us today. Your input will be synthesized and incorporated into a final recommendations report for the OFVPS team to consider in reviewing and developing the new PPR.

If there are questions that were asked in the chat that we were unable to address, we will convey those questions to OFVPS so they are aware of your concerns.

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Now we will pass the meeting to OFVPS for closing remarks.

[Hand it to OFVPS to make any final closing remarks]

Slide 13: Closing

If you have any additional questions or comments for us, please feel free to email us at the addresses shown on the screen.

Session 1:

Each PPR listening session covers the same questions, so feel free to decline the invite for our upcoming session. Thank you again and have a great rest of your day!

Post Meeting

Primary Notetaker: Save chat history and transcript before closing out of Zoom, then upload the documents to MITRE SharePoint site (Folder here: Recordings and Transcripts).

Upload meeting notes to MITRE SharePoint site 1-2 days after the listening session (Folder here: XXX) with the naming convention Listening Session X Notes_YMMMDD.

XXX Role: Download the attendance report and poll results from Zoom; upload into MITRE SharePoint site (Folder here: Session Notes). Update the attendance tracker.

XXX Role: Share session notes and attendance, as well as any follow-up questions with OFVPS.

Appendix

Zoom poll options for Slide 6: Activities Attending Organizations Perform with Grant Funds

- Training and technical assistance to staff, partners, DV/SA programs, etc.
- Information and best practice dissemination
- Partnership development
- Culturally specific services
- In-person, virtual services, temporary housing, and supportive services

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- Services, training and technical assistance outreach & advocacy, case management, information and referral services that are culturally specific for DV/SA (legal and medical advocacy, transportation, parenting, and educational services, etc.)
- Direct crisis intervention (counseling, mobile advocacy, telehealth, etc.) & prevention services (outreach to marginalized populations regarding DV/SA)
- Engagement, education, and outreach strategy to involve racial/ethnic populations in services creation
- Activities to ensure trauma-informed organizational practices
- Listening sessions/needs assessments
- Other

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