

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 and reporting (20 min)</i>		
<i>Section 2: Feedback on current PPR format and new PPR components to capture data not otherwise available (15 min)</i>		
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, and reporting	The first section is focused on understanding how grant recipients currently collect and report their services data.
Section 2: Feedback on current PPR format and new PPR components to capture data not otherwise available	In the middle section grant recipients will be asked to react to the current PPR format. This section also collects feedback from grant recipients about possible challenges in quantifying the number and type of services provided. It includes language that seeks to identify grant recipients' priorities for a future state PPR form, including metrics they feel could better tell the story of their 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 SSAPC grant recipients collect and report data to quantify the success of their programs.

Facilitation Guide

Kickoff (2 min)

Slide 1: Welcome & Introduction

MITRE:

Hi everyone! 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 SSAPC grant recipients to inform a future specialized version of the PPR grant recipients 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 SSAPC grant recipients. 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, and reporting
- 2) Current PPR format and 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

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to solicit feedback from SSAPC grant recipients to inform revisions that will assist in the development of a revised, more quantifiable and streamlined for PPR. Public reporting burden for this collection of information is estimated to average 1 hour per respondent, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0401 and the expiration date is 06/30/2024. If you have any comments on this collection of information, please contact Holi Dahl [holi.dahl@acf.hhs.gov].

The current PPR format was provided in advance and is also attached to today's meeting invite for reference. 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, the ACF is considering content and format changes to inform a new and specialized internal OFVPS discretionary grant recipient Performance Progress Report (PPR) that will capture data specific to the services that SSAPC grant recipients provide. In turn, this specialized SSAPC PPR will help improve data quality, analysis, and reporting capabilities for SSAPC discretionary grant recipients.
- 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

MITRE:

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

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to solicit feedback from SSAPC grant recipients to inform revisions that will assist in the development of a revised, more quantifiable and streamlined for PPR. Public reporting burden for this collection of information is estimated to average 1 hour per respondent, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0401 and the expiration date is 06/30/2024. If you have any comments on this collection of information, please contact Holi Dahl [holi.dahl@acf.hhs.gov].

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 couple of Zoom polls 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. If the group is particularly quiet, we may call on you to ensure we collect your valuable insights.

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. [Pause]

At this time, we will begin the recording. [Note-taker hits record]

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to solicit feedback from SSAPC grant recipients to inform revisions that will assist in the development of a revised, more quantifiable and streamlined for PPR. Public reporting burden for this collection of information is estimated to average 1 hour per respondent, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0401 and the expiration date is 06/30/2024. If you have any comments on this collection of information, please contact Holi Dahl [holi.dahl@acf.hhs.gov].

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, we wanted to open up our first question here to get that information. 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 FVPSA 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?

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to solicit feedback from SSAPC grant recipients to inform revisions that will assist in the development of a revised, more quantifiable and streamlined for PPR. Public reporting burden for this collection of information is estimated to average 1 hour per respondent, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0401 and the expiration date is 06/30/2024. If you have any comments on this collection of information, please contact Holi Dahl [holi.dahl@acf.hhs.gov].

Discussion Section 1: Current Services, Data Collection, 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 provide, so we will try to make sure we save time for all your feedback.

- Tell us about your previous services data collection efforts.
- What are the most important service metrics you currently collect for your SSAPC grant that tell the story of your work?
- How do you currently monitor and provide metrics for your direct services?

Additional prompts if needed:

- What are the most important metrics you currently collect when reporting on outcomes for:
 - Parents
 - Children/youth
 - How do services differ when serving both parents and children?

Slide 8: Logic Model Components

Thanks for your input. As part of your application for the SSAPC grant, you were required to submit a logic model with the components shown here on the screen. For those of you who have visibility into your program's logic model:

- Is the logic model being used when evaluating and reporting program activities? If so, how?
- Please share your thoughts on which metrics from the logic model should be documented on the PPR form and why.

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

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to solicit feedback from SSAPC grant recipients to inform revisions that will assist in the development of a revised, more quantifiable and streamlined for PPR. Public reporting burden for this collection of information is estimated to average 1 hour per respondent, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0401 and the expiration date is 06/30/2024. If you have any comments on this collection of information, please contact Holi Dahl [holi.dahl@acf.hhs.gov].

Discussion Section 2: Feedback on current PPR format and new PPR components to capture data not otherwise available (15 min)

Slide 9: Current PPR Format

MITRE:

OFVPS has an existing PPR that asks grant recipients to report major activities and accomplishments, problems, and dissemination activities for each reporting period. We asked you to review this form prior to the session.

- If you have completed the current PPR reporting process, what are the most challenging data elements to collect for the current PPR, if any?
- Are there any reporting formats that you complete for other grant programs that have worked well for your organization? (ex. state reporting form, federal reporting form, etc.)

Follow-up:

- Does your organization use the information currently reported in the PPRs for any internal goal setting or other operational purposes?
- What challenges, if any, do you anticipate with tracking the number and type of services delivered to survivors served by your organization?

Slide 10: New PPR Components and Metrics

SSPAC grant recipients will address the needs of abused parents and children and youth exposed to domestic violence and contribute to the knowledge base for-DV programs focused on children and youth. To accurately report to Congress on how funds are used, OFVPS is considering ways to quantify the work grant recipients do. Based on the activities you provided in the opening section, for example (*list some provided*):

- What do you view to be the most effective metrics for determining the success of your program?
- Are there any data that you would want to prioritize on the PPRs that could demonstrate the success of the program?

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

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to solicit feedback from SSAPC grant recipients to inform revisions that will assist in the development of a revised, more quantifiable and streamlined for PPR. Public reporting burden for this collection of information is estimated to average 1 hour per respondent, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0401 and the expiration date is 06/30/2024. If you have any comments on this collection of information, please contact Holi Dahl [holi.dahl@acf.hhs.gov].

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

Slide 11: Training and Technical Assistance Tools

MITRE:

Now we will focus on training and technical assistance needs as they relate to how SSAPC grant recipients collect and report data.

- What challenges, if any, will your organization have with collecting data on the services that they are providing and how they provide that information for grant reports?
- Explain any training or technical assistance you currently receive to help bolster and build your data collection and reporting activities.
- Describe any additional training and technical assistance that you would like to receive to bolster your data collection and reporting activities.
- How do you communicate progress or challenges with your project officer/OFVPS outside of the PPR? What information do you typically 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.

Before we close today, is there anything that we have not asked about or anything we should consider as we work toward creating a specialized PPR form for SSAPC grant recipients?

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

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

Slide 13: Closing

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to solicit feedback from SSAPC grant recipients to inform revisions that will assist in the development of a revised, more quantifiable and streamlined for PPR. Public reporting burden for this collection of information is estimated to average 1 hour per respondent, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0401 and the expiration date is 06/30/2024. If you have any comments on this collection of information, please contact Holi Dahl [holi.dahl@acf.hhs.gov].

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

Session 1:

Each PPR listening session covers the same questions, so feel free to decline the invitation 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 listening session (Folder here: XXX) with the naming convention Listening Session X Notes_YYMMDD.

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 back with OFVPS. In addition, send any follow-up questions for OFVPS to ensure OFVPS responds to questions from participants after the session ends.

Appendix

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

- Direct counseling/services for victims and their children
- Client workshops and training for adults
- Developmental and behavioral programs for children and youth
- Service referrals
- Advocacy
- Community-based education
- Training and TA for service providers and CBOs
- Partnership development
- Other

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to solicit feedback from SSAPC grant recipients to inform revisions that will assist in the development of a revised, more quantifiable and streamlined for PPR. Public reporting burden for this collection of information is estimated to average 1 hour per respondent, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0401 and the expiration date is 06/30/2024. If you have any comments on this collection of information, please contact Holi Dahl [holi.dahl@acf.hhs.gov].

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to solicit feedback from SSAPC grant recipients to inform revisions that will assist in the development of a revised, more quantifiable and streamlined for PPR. Public reporting burden for this collection of information is estimated to average 1 hour per respondent, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0401 and the expiration date is 06/30/2024. If you have any comments on this collection of information, please contact Holi Dahl [holi.dahl@acf.hhs.gov].