

OMB No.: 0970-0566
Expiration Date: xx/xx/xxxx

Program Operations Survey

Healthy Marriage and Responsible Fatherhood Programs

Thank you for helping with this important study. This survey includes questions about your Healthy Marriage or Responsible Fatherhood Program. We want you to know that:

- 1. Your participation in this survey is voluntary.**
- 2. We hope that you will answer all the questions, but you may skip any questions you do not wish to answer.**
- 3. The answers you give will be kept private to the extent permitted by law**

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to support program performance monitoring and program improvement activities for Healthy Marriage and Responsible Fatherhood programs. Public reporting burden for this collection of information is estimated to average 19.2 minutes per response, 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. The answers you give will be kept private. An 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 0970-0566 and the expiration date is xx/xx/xxxx. If you have any comments on this collection of information, please contact [Current Point of Contact Name] at [Current Contact Email Address].

A. MASS MARKETING, OUTREACH, AND RECRUITMENT

A1. Which three types of advertising did your Healthy Marriage (HM) or Responsible Fatherhood (RF) grant program most frequently use in the current reporting period (whether purchased, earned, donated, or conducted)?

SELECT THREE ONLY

- 1 Newspaper ads or publicity
- 2 TV spots
- 3 Billboards, including those on public transportation or at bus stops (that is, bench ads)
- 4 Radio ads or announcements
- 5 Internet ads
- 6 Social media
- 7 Flyers
- 8 Presentations to external organizations
- 9 Word-of-mouth campaign/outreach by program graduates
- 10 Other

A2. Which three recruitment methods did your program most frequently use in the current reporting period?

SELECT THREE ONLY

- 1 Phone, mail, or email
- 2 Social media
- 3 Street outreach (recruiting people in person in their neighborhoods or places they frequent)
- 4 Referrals from inside your organization
- 5 Referrals from external organizations
- 6 On-site recruitment at external agencies or events
- 7 Other

A3. Which five types of organizations or other sources provided the most referrals to your program in the current reporting period?

SELECT FIVE ONLY

Health, education, employment, and faith-based

- 1 Hospitals, maternity clinics, or doctors' offices
- 2 Schools
- 3 Head Start
- 4 Healthy Start
- 5 Employment assistance centers or one-stops
- 6 Community support agencies or community centers
- 7 Places of worship

Child support and public assistance

- 8 Child support agencies (voluntary enrollment)
- 9 Child support agencies (court ordered to enroll in a program like this)
- 10 Temporary Assistance for Needy Families (TANF) offices
- 11 Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) agencies

Child welfare

- 12 Child protective services (voluntary enrollment)
- 13 Child protective services (court ordered to enroll in a program like this)
- 14 Other child welfare agencies (voluntary enrollment)
- 15 Other child welfare agencies (court ordered to enroll in a program like this)

Criminal justice

- 16 Probation and parole
- 17 Correctional facilities

Other

- 18 Self-referrals
- 19 Other
- NA The program did not receive referrals in the current reporting period

A4. In the table, please report the number of full-time and part-time individuals who (1) worked in a staff position for your grant program on the first day of the current reporting period, (2) began working in a staff position for your grant program (such as new hires and promotions) during the current reporting period, and (3) ended their work in a staff position for your grant program (such as through promotions or leaving the organization) during the current reporting period .

Notes:

- Please include all staff who are funded in whole or in part by this grant, including those at partner sites.
- Full time = 35 or more hours per week; part time = fewer than 35 hours per week.
- If a person holds multiple part-time positions for the grant, report them in each relevant position.
- If your program does not have one of the listed staff positions, if no staff currently fill that position, or if no staff were added to or left that position, enter 0 in the applicable column(s) in the table.

STAFF POSITION	(1) STAFF ON FIRST DAY OF REPORTING PERIOD		(2) STAFF ADDED TO THE POSITION DURING REPORTING PERIOD		(3) STAFF WHO LEFT THE POSITION DURING REPORTING PERIOD		(4) STAFF AT END OF REPORTING PERIOD (COLUMNS 1+2-3)	
	FULL TIME	PART TIME	FULL TIME	PART TIME	FULL TIME	PART TIME	FULL TIME	PART TIME
a. Project director.....	_ _	_ _	_ _	_ _	_ _	_ _	_ _	_ _
b. Project manager.....	_ _	_ _	_ _	_ _	_ _	_ _	_ _	_ _
c. Facilitators.....	_ _	_ _	_ _	_ _	_ _	_ _	_ _	_ _
d. Case managers.....	_ _	_ _	_ _	_ _	_ _	_ _	_ _	_ _
e. Employment specialists	_ _	_ _	_ _	_ _	_ _	_ _	_ _	_ _
f. Recruitment specialists.	_ _	_ _	_ _	_ _	_ _	_ _	_ _	_ _
g. Data managers.....	_ _	_ _	_ _	_ _	_ _	_ _	_ _	_ _
h. Other staff.....	_ _	_ _	_ _	_ _	_ _	_ _	_ _	_ _
i. Total.....	_ _	_ _	_ _	_ _	_ _	_ _	_ _	_ _

A5. [If A4f Column 1 (FT+PT) + Column 2 (FT+PT) = 0, no recruitment specialists during the reporting period]

How many of your program's staff conducted recruitment as part of their job responsibilities during the current reporting period?

|_|_|_| STAFF

B. QUALITY ASSURANCE AND MONITORING

B1. In the current reporting period, how many staff received initial training on the program curriculum(a)?

|_|_|_| STAFF

B2. In the current reporting period, how many staff received follow-up or refresher training on the program curriculum(a)?

|_|_|_| STAFF

B3. In the current reporting period, how many staff received training other than on the program curriculum(a)?

|_|_|_| STAFF

B4. For the two types of facilitators shown below, how many were observed by a supervisor or another experienced facilitator in the reporting period?

	TOTALS
a. Facilitators hired in this reporting period.....	_ _ _
b. Experienced facilitators.....	_ _ _

B5. In the current reporting period, on average, how often did the following staff meet with their supervisors one-on-one?

MARK ONE RESPONSE PER ROW

STAFF POSITION	TWO OR MORE TIMES PER MONTH	ONCE A MONTH OR LESS	NOT IN REPORTING PERIOD
a. Project manager.....	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
b. Facilitators.....	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
c. Case managers.....	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
d. Employment specialists.....	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
e. Recruitment specialists.....	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
f. Data managers.....	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
g. Other staff.....	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>

B6. In the current reporting period, on average, how often were meetings held that focused on continuous quality improvement?

SELECT ONE ONLY

- 1 Two or more times per month
- 2 Once a month or less
- 3 Not in reporting period

C. IMPLEMENTATION CHALLENGES

C1. Please indicate if each of the following has been a challenge in the current reporting period.

	YES	NO
Client recruitment and participation		
a. Obtaining referrals from external organizations.....	1 <input type="radio"/>	2 <input type="radio"/>
b. Recruiting clients.....	1 <input type="radio"/>	2 <input type="radio"/>
c. Enrolling the intended population.....	1 <input type="radio"/>	2 <input type="radio"/>
d. Getting clients to start participating in services.....	1 <input type="radio"/>	2 <input type="radio"/>
e. Keeping clients engaged during sessions.....	1 <input type="radio"/>	2 <input type="radio"/>
f. Getting clients to complete the program.....	1 <input type="radio"/>	2 <input type="radio"/>
Staffing		
g. Hiring qualified staff.....	1 <input type="radio"/>	2 <input type="radio"/>
h. Maintaining staff performance.....	1 <input type="radio"/>	2 <input type="radio"/>
i. Retaining staff.....	1 <input type="radio"/>	2 <input type="radio"/>
Services		
j. Covering all program content in the time allotted.....	1 <input type="radio"/>	2 <input type="radio"/>
k. Implementing curriculum with fidelity.....	1 <input type="radio"/>	2 <input type="radio"/>
l. Working with service delivery partners.....	1 <input type="radio"/>	2 <input type="radio"/>
m. Providing case management services.....	1 <input type="radio"/>	2 <input type="radio"/>
Data collection and reporting		
n. Getting clients to complete entrance or exit surveys	1 <input type="radio"/>	2 <input type="radio"/>
o. Entering and reporting data.....	1 <input type="radio"/>	2 <input type="radio"/>
Other		
p. Having adequate program facilities.....	1 <input type="radio"/>	2 <input type="radio"/>
q. Experiencing extreme weather or natural disasters.....	1 <input type="radio"/>	2 <input type="radio"/>

Thank you for completing this survey!