OMB Approval Number: 0970-0490
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RPG5, RPG6, AND RPG7 GRANT RECIPIENT SEMIANNUAL ACF PERFORMANCE PROGRESS REPORT

Appendix B - Program Indicators
ACF-OGM-SF-PPR

SF-PPR-OGM-B

Appendix B of the semiannual ACF performance progress report provides information on the programmatic and evaluation activities conducted by the grant recipient during the reporting period as well as activities planned for the next reporting period. Information from the report will be used by the Children's Bureau to meet grants management requirements and to inform reports to Congress. Semi-annual progress reports are due within 30 days of the end of each 6-month reporting period.

Grant recipients are to submit their original Semi-Annual Progress Report electronically to the Grants Management Specialist (GMS) and their Federal Project Officer (FPO) *through the reports tab in Grant Solutions*.

An electronic courtesy copy of the report is to be submitted to your Cross-site Evaluation Liaison (CSL) and Change Liaison (CL) when you submit the electronic copy through Grant Solutions. Please submit Word files. **Please do not submit scanned documents or PDFs.**

<u>Suggested Report Format</u>

Grant Recipient Name and Address:

Grant Number:

Period Covered by Report:

Name of Federal Project Officer:

Name of Grants Management Specialist:

B-01. Major Activities and Accomplishments During This Period

1. Did you enroll your <u>first</u> participant in RPG program services during this 6-month reporting period? If so, when (date) did you do so?

2. In Table 1, list your total enrollment goals for clients for this 6-month reporting period, the actual number of participants enrolled in this 6-month reporting period, the total enrollment goal to date (cumulative, including this 6-month and prior reporting periods), the total enrollment to date (cumulative, including this 6-month and prior reporting periods), and the total enrollment goal for RPG services over the course of the entire grant.

   -This table is focused only on enrollment in RPG services, <u>not</u> in any evaluation activities. Please include all clients receiving services, even if not participating in your local evaluation and the cross-site evaluation.

   -Please do <u>not</u> include comparison group members who will not receive RPG services.

Table 1. Enrollment Goals and Actual Enrollment for RPG Services

	6-month reporting period		To date (<u>since services began</u>)		The course of the entire grant
	Enrollment goal for the 6-month-reporting period	Actual enrollment during the 6-month reporting period	Total enrollment <u>goal</u> to date for RPG services	Total actual enrollment to date (current and prior reporting periods)	Total enrollment goal for RPG services
Cases*					
Adults					
Children					

* A “case” is a family, household, or group of individuals enrolling in RPG services as a unit.

3. In Table 2, list the number of cases that have exited services, by exit reason (select the primary reason), during this 6-month reporting period. Please **only** include exits in which all parties in the case have exited (e.g., child, parent, and foster parent).

Table 2. Reasons Participants Have Exited Services During This Reporting Period

Primary Reason for Case Exit	Total Cases that exited During the 6-month Reporting Period	Total cases exited to date (current and prior reporting periods)
Program Completed		
Declined Further Participation		
Moved Out of Service Area		
Unable to Locate		
Excessive Missed Appointments		
Child No Longer in Custody		
Services discontinued due to state or local mandates related to the COVID-19 pandemic		
Other (please describe)		

4. Have you added, changed, or discontinued any services for your RPG program since the last reporting period, or do you plan to do so? If so, please use the table(s) in Attachment B-01a to list any services you have added or discontinued, and describe why these changes were made or are planned.

5. Please describe the work that the team did for any of the following activities during this reporting period.

    a. If you have an implementation/core team to support RPG implementation please describe its membership and key activities during this reporting period?[1] If the implementation team was newly created during this reporting period, please note that. If the implementation team now meets virtually or in a hybrid format please note that.

[1] An implementation team is a team of individuals focused on supporting the implementation of services. The team may help increase the buy-in and readiness of staff, coordinate the supports staff may need to implement the services (particularly evidence-based programs or practices [EBPs]) with fidelity, assess the fidelity of the implementation of the services, and problem-solve implementation challenges. Collectively the team possesses an in-depth knowledge of the services, knowledge of implementation best practices, and experience using data to improve program quality (Metz, Allison and Leah Bartley. "Active Implementation Frameworks for Program Success: How to Use Implementation Science to Improve Outcomes for Children." *Zero to Three*, March 2012, pp. 11-18).

b. For RPG6 and RPG7 grant recipients, during the reporting period, did you make any changes to the written implementation and evaluation plan that you submitted to the Children's Bureau to support implementation of the services you selected?[2] If so, describe those changes and the reasons for the changes. If you do not have a written implementation and evaluation plan (other than the grant application) please state that.

c. Please describe the approach to training and/or supervision of frontline staff providing RPG services during this reporting period.

d. Have there been changes in the timeline of program activities (including activities being implemented by partners) presented in your grant application? If so, please describe the changes and provide a new timeline. If any changes were already fully described and a new timeline was provided in a prior SAPR, please state that and go to the next question.

e. If any programs or services were delivered during this reporting period, did you monitor program/service implementation to determine if the delivery is being carried out as planned? For example, did you collect and analyze quality assurance or fidelity data or for the frequency of monitoring enrollment data? If so, please describe your monitoring process.

f. Please describe any updates/briefings provided to an RPG steering or oversight committee or other leadership or partner group during this reporting period (e.g., steering or oversight committee briefings on referral, retention, family characteristics of program completers vs noncompleters).

g. During this period, did you engage with systems beyond your partner agencies (such as health care or early care and education) to facilitate planning, implementation, or ongoing

[2].

operations for your RPG project? If so, with what systems did you engage and why? If these systems will provide services or work with RPG participants, please describe the services and how you will coordinate services with those systems. If engagement with systems beyond partner agencies was already fully described in a prior SAPR, please state that and go to the next question.

h. Have you identified the need to engage additional partners to fully serve children, parents/caregivers, families? If so, please list the partners and briefly describe how they will improve service delivery.

i. Please use Table 3 to provide information about your RPG partnerships. Please list all partners and note any changes in partners during the reporting period (including any new partners or partners with whom new agreements have been established). Please describe any formal agreements (such as MOUs or data sharing agreements) established with your partners during the period.

Table 3. Regional Partnership Membership and Formal Agreements *Established This Reporting Period*

Name of Agency (list agency name, not individual person) that is a part of your RPG partnership, indicate whether they are a new partner, and whether you have established a formal agreement	Is this a new or existing partner?	Primary contribution(s) to the RPG project	Did you establish a formal agreement with this agency? (Please indicate whether it is new during this reporting period)	Type of formal agreement (such as MOU, data sharing agreement)	Description of the purpose/content of the formal agreement

j. Have any partners discontinued their involvement in the RPG project since the last reporting period? If yes, please list each discontinued partner, describe why each one is no longer

involved, whether the change will affect referrals, service delivery, or access to services in any way, and, if so, how.

k. Have any new communication systems or protocols been put in place since the last reporting period to support RPG and partner staff in implementing the RPG program? Examples include information and data sharing processes and agreements, joint case plans, joint case staffing or family decision-making, and co-location of staff. If there have been no changes and this was fully described in a prior SAPR, please state that and go to the next question.

l. Describe how leadership (county, regional, and /or state) from substance use disorder treatment, child welfare, the courts and other systems has been involved in your program (support they have provided, engagement in implementation) during this reporting period. What is the process for keeping them informed (such as joint meetings, individual briefings, memos)?

m. Does a process exist for addressing cross-system challenges and barriers efficiently and effectively? If so, please describe.
If there have been no changes or additions to this process and this was fully described in a prior SAPR, please state that and go to the next question.

n. Please describe other significant programmatic activities during this reporting period, including how your program is integrating considerations of diversity, disproportionate access to services and supports, and equity in your work.

6. Have the organizations or programs from which you receive referrals for RPG changed since the last reporting period? If yes, please describe these changes. Has the referral or enrollment process changed since the last reporting period? If so, please describe the change. If there have been no changes and this was fully described in a prior SAPR, please state that and go to the next question.

7. Has the list of other community agencies or services to which you refer participants changed since the last reporting period? If so, please describe the changes. How do you track these referrals? Has your process for tracking referrals changed? If so, please describe the changes. If there have been no changes and this was fully described in a prior SAPR, please state that and go to the next question.

8. Have the instruments or forms used to assess the needs of children, adults, or families who participate (or are targeted to participate) in your RPG program changed since the last reporting period? If so, please describe the changes, including identifying the assessment instruments dropped or added. Has the organization that does the assessments changed since the last reporting period, or the way assessment information or results are used? If so, please describe these changes. If there have been no changes and this was fully described in a prior SAPR, please state that and go to the next question.

9. Please describe the major successes you achieved in planning for, implementing, or operating your RPG project in this reporting period (challenges are discussed later in the report). How did you achieve them? What innovations have you developed, if any?

10. Describe your original target population and eligibility criteria. During this reporting period, have you made changes to the project's target population ? If so, describe and define the current target population (including eligibility criteria). If "at risk" families are included, please describe how "at risk" is defined. Justify your decision to make this change.

11. **Sustainability Planning Activities**. Please summarize the status of your sustainability plans, including any progress made toward formalizing your plan, and any sustainability activities during this reporting period. Include successes, challenges, and your assessment of whether you will be able to sustain all or part of your program after RPG funding ends.

B-04. Dissemination Activities

12. What dissemination activities were conducted during this reporting period?[3] How are your partners involved in your dissemination activities? Add information about each activity to Table 4.

Table 4. Dissemination Activities

Activity	Target audience	Number of target audience members reached/ materials distributed	Purpose	Results (Was your goal achieved? If so, describe.)	Partners involved?	Additional comments

B-06 Activities Planned for the Next Reporting Period

13. Using Table 5, list the key activities you plan to engage in over the next six months. These key activities could include, but are not limited to, developing written implementation plans; hiring, training, or providing professional development to staff; holding partnership meetings or activities; establishing MOUs or other formal agreements with other organizations; establishing procedures for information or data sharing with partner agencies; continuing enrollment; establishing and/or implementing procedures for tracking/maintaining contact with those who receive services; making refinements to program services; reviewing data to monitor enrollment or implementation or to inform improvements in implementation; integrating considerations of diversity, disproportionate access to services and supports, and equity.

[3] Dissemination activities may include kickoff meetings or program launches; earned media such as a story in the local paper or other report in a news outlet that is not a paid advertisement or public service announcement; press release or public service announcement developed by your partnership; items on grant recipient's or partnership's website or in own publications; informational presentations or meetings with local organizations; other direct outreach to local organizations (e.g., emails, calls, delivery of brochures); policy advocacy, or conference presentations.

For each activity listed, please describe the activity and the organization(s) responsible.

Table 5: Planned Activities for the Next Six Months

Activity	Description	Organization(s) Responsible for This Activity

B-02 Challenges

14. Were any of the goals set for this reporting period not met? If so, what are the primary reasons those goals were not met?

15. Please indicate whether your project faced any of the following programmatic challenges or barriers that affected your ability to complete planned activities for this reporting period. **For each problem you faced, please describe how you addressed the barrier and your progress in resolving it**.

    a. ____Finalizing service plans (please indicate which services)

    b. ____Lower referrals or enrollment than expected

    c. ____Inability/anticipated inability to enroll intended target population (please describe how the population you are reaching differs from your intended target population)

    d. ____Longer than anticipated program enrollment periods due to the complex needs of families or other reasons

    e. ____Staffing challenges, such as finding or retaining qualified grant recipient or partner agency staff for implementing services

    f. ____Difficulty implementing services (please indicate which services)

    g. ____Inability to access training for clinical or other staff thereby delaying implementation of services/service delivery

h. ____Sharing information needed for recruitment and enrollment

i. ____Sharing information or data with partners or other issues related to engagement with partners

j. ____Coordinating case management or services with partners or other entities

k. ____Collaborating with RPG partners

l. ____Engaging and/or retaining program participants

m. ____Contextual issues that are having a negative effect on referrals or service delivery

n. ____Other challenges

B-05. Other Activities:

16. Were any project changes that require federal approval (such as a change in budget, project director, or other key staff) made during this 6-month reporting period? If so please describe the change and the reason for the change. Include changes you have discussed with your FPO or GMS.

17. Have you used (or do you plan to use) information and knowledge gained from the most recent RPG annual meeting, RPG Learning Exchange/Communities of Practice calls, the RPG Evaluation Learning Collaborative, or other RPG webinars in your partnership, program, or evaluation? If so, please describe how you have used or plan to use the information. Include, for example, how information affected services for your clients, client engagement and retention; your cross-systems collaborative relationships; the measurement of program performance and outcomes; sustainability planning; program management; plans for integrating considerations of diversity, disproportionality, and equity; or other efforts related to overall program results.

18. Please answer the following questions related to evaluation activities:

a. What main activities for your local evaluation or the cross-site evaluation did the project engage in during this 6-month reporting period?

b. When did or will (month/day/year) your local outcome evaluation begin enrolling participants?

c. Using Table 6, list the key evaluation activities you plan to engage in over the next six months (for example seeking IRB approval or an amendment; conducting evaluation recruitment; conducting data collection; developing, updating, or implementing plans for monitoring evaluation enrollment; working with staff to establish procedures for/to implement procedures for using data in an ongoing way; identifying and implementing approaches to bring a culturally responsive and equity lens to evaluation activities (for example, using data to identify issues of disproportionate access to services or understand disparities in outcomes for different groups); developing and implementing plans for keeping partners engaged in evaluation activities including any partners providing comparison group cases). For each activity listed, provide a description of the activity and the organization(s) responsible.

Table 6. Planned Evaluation Activities for Next Six Months

Evaluation Activity	Description	Organization(s) Responsible for This Activity

d. Please describe any challenges or barriers related to your local evaluation encountered during this 6-month reporting period. How did they affect your local evaluation? For each please describe how you addressed the barrier and your progress in resolving it.

e. Have you made any changes to your evaluation design during this 6-month reporting period? If so, which aspect of your evaluation design did you change? Describe in detail the changes you made to your evaluation design and why these changes were made.

B-03. Significant findings and events

19. Describe any significant changes in your state or service area during this 6-month reporting period that have affected or may affect your project (for example, referrals and/or service delivery) or the program outcomes you are measuring in your evaluation.[4] Please include changes with a positive or negative effect.

20. Has your program experienced any significant challenges during this 6-month reporting period as a result of the current fiscal environment? If so, please provide specific examples of how the fiscal environment has adversely impacted your program (such as reductions or changes in child welfare, substance use treatment or other staffing that affects service delivery, decreased referrals to your program, reductions or loss of funding sources, etc.).

21. Has your program gained any new sources of funding during this 6-month reporting period? If yes, please list the new sources of funding and describe how the funds will be used to support your RPG project.

22. Has your program become involved in any other federal initiatives during this 6-month reporting period? If yes, please indicate which federal initiative and if your agency is the lead grant recipient or if your agency will be a key partner to the activity.

23. Please describe any key lessons learned during the reporting period regarding evaluation implementation or in planning to bring a culturally responsive and equity lens to the implementation of your evaluation.

[4] Significant changes could include things such as the implementation of other child welfare or substance abuse treatment initiatives, policies or programs; events in the community such as a child death or high profile case that might impact caseloads; changes in judicial officers who hear dependency cases (if relevant to your program); changes in agency or community leadership; implementation of other new legislation, policies or procedures that affect your program or target population; changes in child welfare or substance use trends; or other related community developments.

Technical Assistance Needs

24. Please list any evaluation or programmatic technical assistance needs that you have not previously requested from your CSL or CL.

    - Are there any technical assistance needs you have that would benefit from a peer-to-peer connection? If so, what topic area?
    - Have previously identified evaluation and programmatic technical assistance needs been adequately addressed?