Healthy Births Best Babies Collaboratives

MID-YEAR REPORT INSTRUCTIONS
Healthy Births Best Babies Collaboratives
Mid-Year Report Instructions

The Mid-Year Report consists of three parts:

I. Narrative
   1. Summary
   2. Staff Changes
   3. Project Related Activities
   4. Progress on Outputs
   5. Lessons Learned: Program
   6. Lessons Learned: Evaluation

II. Data
   1. Client Count

III. Additional Comments/Feedback

The three parts of the report work together to provide a complete picture of First 5 LA project progress during the report period.

GENERAL INSTRUCTIONS

- The report is located online at [www.dcar.biz/f5lahb](http://www.dcar.biz/f5lahb)

- IMPORTANT: Prior to beginning the report, please go to the “Collaboratives” section to complete the “Collaborative Partners” section. Your current list of collaborative partners should appear. Please update the collaborative program contact information. Be sure to add all the address(s) where services are provided as well as administrative address(s). Some addresses may serve both purposes. Use the pull down menu in the “address type” section to select which type of address. You may also add or delete collaborative partners as necessary. Please note if you are deleting a collaborative partner, you will be prompted to answer a series of questions discussing the change.

- Remember to save often!

- When you are ready to submit, use the “Review this Report” feature (located on the left hand menu) to print out and review the report.

- When you are satisfied that the report is complete, the authorized user can “Submit” the report. Please note once the report is submitted, additional changes can not be made to the report.

- Prepare one (1) signed original of the progress report (with all attachments) by the designated due date to:

  First 5 LA
  ATTN: Grants Management
  750 North Alameda Street, Suite 300
  Los Angeles, CA 90012

- If any clarification on how to complete this progress report is needed, please feel free to contact your assigned Program Officer.
I. NARRATIVE

1. Summary

Please provide a half-page snapshot of the project’s overall progress over the last three months. Include project highlights, best practices, accomplishments and major findings.

2. Staff Changes

Discuss any staff changes and how these changes have affected the implementation of project activities (e.g., recruitment, turnover, allocation of staff time).

Staffing is important to achieve outcomes as well as to build organizations. The purpose of this section is to identify your agency’s progress in developing human resources. Remember to report the name and title of staff hired this reporting period as well as the number and title of positions that still need to be filled. Please describe how staff changes have affected project development and implementation. Also, if changes significantly impact the budget, contact your Program Officer.

3. Project Related Activities

Describe the progress made towards achieving the strategies for all core approaches under the short term outcome listed except Case Management. For Case Management, we are interested in greater detail. Please describe the progress made towards achieving the activities under the short term outcome listed.

Use the drop down menu marked “status” to mark whether the short term outcome or strategy for Case Management is “In process, Completed, or Delayed”.

- Select “In process” if the activities related to the short term outcome or strategy (Case Management) have begun but have not been completed as per the scope of work timeline. There should be no significant delays and progress should be on track.
- Select “Completed” if all activities related to the short term outcome or strategy (Case Management) have been completed.
- Select “Delayed” if any of the activities related to the short term outcome or strategy (Case Management) are off track as per the Scope of Work timeline.

For all core approaches except Case Management, provide the status of the short term outcome by discussing progress on major strategies in the box provided. For the Case Management core approach, provide the status of each activity by discussing the progress of activities in the box provided. Discuss the quantity of services, the number of participants, and progress on recruitment of project participants. Examples of the quantity of services and number of participants include number of trainings conducted and the number of participants trained, number of home visits conducted and the number of clients served. Below is an example.

An agency conducts home visits to mothers and their infants. One focus of the project is to enhance parents’ knowledge of optimal infant health. The two short-term project outcomes these activities can fulfill are to increase parents’ knowledge of optimal infant health and to promote proper nutrition and adequate infant growth. One way for this agency to discuss the progress without repetition is:

- Short-term outcome 1: Increase parent’s knowledge of optimal infant health
- Short-term outcome 2: Promote proper nutrition and adequate infant growth

We conducted 10 home visits to 20 parents. During the home visits, the nurse assesses nutrition, feeding practices, monitors the intake of age appropriate nutrition and provides information on nutrition and resources. Thus far, 85% of families have participated in the appropriate number of home visits as specified in their individualized plans.

7. Progress on Outputs

Please use this section to report on the Output Measures from your Scope of Work. To view Output Measures, select a Core Approach from the Select a Core Approach drop-down list, and then click on a Short-Term Outcome. Output Measures will be listed on the left, with a space for responses on the right. Click any Save link to save all responses on the page. The type of response (i.e. the reporting method) required depends on the output measure. Below is table with the type of response required for each reporting method.

<table>
<thead>
<tr>
<th>Reporting Method</th>
<th>Response Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checkbox/On File</td>
<td>complete checkbox</td>
</tr>
<tr>
<td>Text</td>
<td>narrative text</td>
</tr>
<tr>
<td>Numerical</td>
<td>integer or decimal number</td>
</tr>
<tr>
<td>Numerical/Text</td>
<td>a short description of qualitative information</td>
</tr>
<tr>
<td>Checkbox/Attachment</td>
<td>uploaded document(s)</td>
</tr>
<tr>
<td>First 5 LA</td>
<td>none</td>
</tr>
<tr>
<td>Case Management</td>
<td>aggregate derived from client data</td>
</tr>
</tbody>
</table>
8. Lessons Learned: Program

Describe how lessons learned (e.g., successes and innovations) have improved project development and implementation. Include challenges/barriers in implementing project activities and how they have been or will be addressed.

Please describe how project implementation improved as a result of lessons learned for the year. It has been said that experience is the best teacher. As implementers, project staff gain first-hand experience and knowledge of project activities. As a result, they develop a body of knowledge on how a project is working. In addition, consultation with stakeholders (e.g., project participants) to identify emerging community needs is an important step to successfully implement a project.

Also, please include challenges or barriers encountered in developing or implementing the project during this reporting period and how they were (or will be) addressed. Your experience will contribute to a pool of knowledge from which other grantees or communities in Los Angeles County can learn. In addition, the barriers you better identify can help us support the project. Below is an example.

An agency determines that many of their clients are not participating in the program classes due to the time of day the classes are being offered. Based on feedback from staff and parents, class times are changed. Next quarter the agency will assess whether there is an increase in participation as a result of the time changes.

9. Lessons Learned: Evaluation

Describe innovations and challenges/barriers in implementing evaluation activities. If you have experienced challenges and/or barriers in implementing evaluation activities explain how they have been or will be addressed.

First 5 LA is interested in learning from the unique experience of our grantees in evaluating their projects. Reflections of grantees are valuable to us in the development of policy and program. In this regard, please describe creative and innovative program evaluation activities developed and implemented, and things that did not work well during this reporting period. Below is an example.

Innovative evaluation activities:
There is nothing to report at this point, but we are aware of the need to be creative and flexible as we tailor our evaluation activities to the needs and characteristics of our target population. For example, we are actively seeking for their feedback on the forms that we have developed to collect data.

Challenges:
As we entered the completed survey data into the database we noticed that one question was consistently left blank. Project staff responsible for collecting the data indicated that they understood the question to be “optional” due to phrasing. We revised the question to make it clearer and reviewed the survey with staff. Another challenge is refining our short-term outcomes in terms of performance measures. We have been working closely with our evaluation consultant to ensure that we are measuring our outcomes appropriately.
II. DATA

The data represent the quantitative part of your mid-year report. If there are comments about the numbers reported, please discuss them in the Comments section.

1. Client Count

The Client Count is reported by Core Approach and provides a quick glimpse of project progress. For example, the table can help determine if the effectiveness of outreach and recruitment strategies needs to be reviewed.

Case Management should be reported as unduplicated clients, i.e. new clients who have entered the project during the current grant year. All other core approaches (Outreach, Health Education and Messaging, Social Support and Interconception Care) should be reported as total persons receiving services.

Number Proposed for the Year is the number of clients or persons receiving service (unduplicated for case management) the collaborative has proposed to serve for the current grant year. These numbers can be found in your statement of work.

Actual Number This Reporting Period is the number of new clients that have enrolled in the project only during this reporting period.

Actual Number Year-To-Date is the cumulative number of clients or persons receiving service (unduplicated for case management) for the entire year.

Please note that this number should NOT decrease from one reporting period to the next.

Section IV. Additional Comments/Feedback

1. Describe what was: 1) easy, 2) useful, and/or challenging in completing this report.

2) Suggest how 1) First 5 LA’s staff can support you 2) Suggest how LA Best Babies Network can support you 3) Provide feedback regarding First 5 LA staff 4) Provide feedback regarding LA Best Babies Network staff.

This section provides an opportunity to: 1) give us information or feedback that does not specifically fall under any of the previous sections.