OMB Control No.: 0970-0566

Expiration Date: 3/31/2027

|  |
| --- |
| A-01 PERFORMANCE NARRATIVE  Please provide details that are relevant about program performance during the reporting period.   * What were your most significant achievements? * What were your most difficult challenges? * How did you address any challenges, and what were the results? |
|  |
| A-02 MAJOR ACTIVITIES & ACCOMPLISHMENTS  **Describe major programmatic and operational activities and accomplishments during this reporting period in the topical areas shown below.** |
| 1. Program enrollment   Please describe your program's progress toward meeting enrollment targets.  In the space provided below, please describe:   * If you are not meeting your enrollment targets, challenges you are experiencing, and plans to address them. * If you are exceeding your target, please describe what you think is contributing to your success --including both program-related and contextual (i.e., non-program-related) factors. * The degree to which you are enrolling your intended target population. |
|  |
| 1. Program enrollment performance measures   Please review the performance measures in section B-01 of the QPR. Please provide additional information describing/explaining program enrollment and intimate partner violence or teen dating violence screening during this reporting period. |
|  |
| 1. Program participation   In the space provided below, please describe:  Enrollment:   * Strategies planned or being implemented to engage program enrollees in services within two weeks of program enrollment. * Reasons why program initiation is lower than expected or desired, if relevant. Consider program-related factors (e.g., workshop schedule) as well as non-program-related (contextual) factors (e.g., client barriers to participation). Describe your current or planned efforts to increase program initiation. * Reasons why program initiation is higher than expected, if relevant. Consider program-related and non- program-related (contextual) factors. Identify any promising practices you think may be contributing to your success in getting enrollees to begin services.   Retention:   * Strategies planned or being implemented to ensure program enrollees complete the workshops in which they have enrolled, and that they receive as many individual service contacts as necessary. * Reasons why program retention is lower than expected or desired, if relevant. Consider program-related factors as well as non-program-related (contextual) factors. Describe your current or planned efforts to increase program retention. * Reasons why program retention is higher than expected, if relevant. Consider program-related and non- program-related (contextual) factors. Identify any promising practices you think may be contributing to your success in getting participants to regularly attend and complete program services. |
|  |
| 1. Program participation performance measures   Please review the performance measures in section B-02 of the QPR. Please provide additional information describing/explaining program participation during this reporting period. |
|  |
| 1. Quality assurance and monitoring (continuous quality improvement)   Please provide a detailed description of your plans for program quality assurance and monitoring, including training and supervision. Please provide a detailed description of your CQI plan and its implementation. |
|  |
| 1. Quality assurance and monitoring (continuous quality improvement) performance measures   Please review the performance measures in Appendix B-03 of the QPR. Please provide additional information describing/explaining your activities this reporting period to ensure program quality. |
|  |
| 1. Share “Good News” Stories:   Please describe any inspiring stories or experiences participants or staff have shared related to participation in this program. OFA will use this information to gain a greater qualitative understanding of how HMRF programs influence participants and staff. These stories may be shared to newsletters, social media, other stakeholders, and ACF leadership. If your story is selected for dissemination you may be contacted to provide additional information. |
|  |
| A-03 PROBLEMS  **Describe challenges encountered implementing your program during the reporting period.** |
| 1. Implementation challenges performance measures   Please review the performance measures in Appendix B-04 of the QPR. For any challenge categorized as “somewhat of a problem” or “a serious problem,” please describe the nature of the problem and any proposed solutions. |
|  |
| 1. Staff turnover   Please describe any positions that are currently vacant and your plan to fill each vacancy. |
|  |