

Subgrantee Grants Management Program Manual



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SAMPLE FINAL EVALUATION REPORT FOR MINI-GRANTS

This manual has been revised to provide subgrantees with a source of information required for day-to-day Governor's Office For Children and Families (GOCF) grants management. It is not intended to include sufficient detail for use in every possible situation or to include every applicable federal and state guideline. However, this manual is adequate to meet the needs of the vast majority of the subgrantees and will provide guidance for obtaining further information when necessary.

FUNDING SOURCES

GOCF administers both federal and state grant funds. Federal grants are identified in the subgrant number beginning with the federal fiscal year and a "J", "P", "D", "B", "A" or "AM" (i.e., 99J-xx-xxxx-xxxx or 99A-xx-xxxx). Likewise, state awards are identified by the state fiscal year and a "S" (i.e., 99S-xx-xxxx-xxxx). Federal subgrants are subject to all federal and state regulations. State grant awards are only subject to State of Georgia regulations.

GOCF has six funding sources for its grants programs. The funding source is identified by the third digit of the subgrant number as described below. **Your auditor will need this information.**

J = U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention, Formula Grants, CFDA 16.540

P = U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention, Title V Prevention Grants, CFDA 16.548

D = U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention, Enforcing the Underage Drinking Laws Program, CFDA 16.727

B = U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention, Juvenile Accountability Block Grants, CFDA 16.523

A = U.S. Department of Health and Human Services, Abstinence Education Block Grants, CFDA 93.235

S = State of Georgia funds

GUIDELINES AND REQUIREMENTS

Federally funded grants are subject to the most recent edition of the following federal guidelines and requirements issued by the Office of Management and Budget (OMB):

1. OMB Circular A-21 (Cost Principles for Educational Institutions)
2. OMB Circular A-87 (Cost Principals for State and Local Governments)
3. OMB Circular A102 (Grants and Cooperative Agreements with State and Local Governments)
4. OMB Circular A-110 (Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations)
5. OMB Circular A-122 (Cost Principals for Non-Profit Organizations)
6. OMB Circular A-133 (Single Audit Act) [see Appendix, Finance Manual]
7. U.S. Department of Justice, Office of Justice Programs (OJP) Financial Guide, September 1996 as amended (OJJDP grants only)
8. Any other circulars, guidelines, or manuals issued to comply with the pertinent federal and state laws under which funds are appropriated.

Copies of these documents are generally available through the Regional Development Commission offices or may be obtained via the Internet at www.whitehouse.gov/OMB/. The GOCF will furnish copies of circulars upon request.

This Subgrantee Grants Management Program Manual is effective September 1, 2008, and supersedes all previously issued management manuals. A companion Financial Management manual is also available.

A copy of this manual must be made available to and reviewed by the project director and all other key program personnel (i.e. project/program coordinator).

Inquiries and proposed changes to the Manual should be addressed to:

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Governor's Office For Children and Families

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Decatur, Georgia 30032

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E-mail :Joe.Vignati@children.ga.gov

NEW SUBGRANTEES PROGRAM REPORTING WORKSHOP

GOCF sponsors a Program Reporting Workshop for all new subgrantees within 60 days following the date of grant award issuance. This workshop covers fiscal and programmatic reporting requirements. The forms located in the Appendix of this manual are discussed in detail. All subgrantees will receive written notice of the scheduled workshop(s) and are mandated to attend.

TECHNICAL ASSISTANCE

Technical Assistance to Subgrantees:

1. Technical assistance is available through GOCF to assist all current subgrantees in successfully managing their grant. Technical assistance includes but is not limited to:
 - a. Program and idea development
 - b. Refinement of program goals
 - c. Data and evaluation development
 - d. Programmatic problem solving/trouble shooting
 - e. Resource development
 - f. Overall grants management
2. Current GOCF subgrantees may request technical assistance by calling the GOCF program staff person assigned to their grant.

General Technical Assistance:

1. Technical assistance in project management is available through the GOCF. Technical assistance is available either directly or by referral, which includes but is not limited to:
 - a. Assistance in developing project applications;
 - b. Program and idea development;
 - c. Expertise in the functional components of the juvenile justice system: corrections, courts, prevention, police, community coalitions, and community relations
2. Written requests for technical assistance to be provided by GOCF should be mailed directly to the GOCF office. Each request for technical assistance will be considered on a first-come basis and will receive a prompt response.

GOCF STAFF CONTACT INFORMATION

Program Staff:

Joe Vignati
Justice Programs Coordinator

(404) 508-6585
Joe.Vignati@children.ga.gov

Finance/Administrative Staff:

Susan Atkins
Budget Officer
CYCC Main Line
CYCC Fax

(404) 508-6576
Susan.Atkins@children.ga.gov
(404) 508-6573
(404) 508-7336

PROJECT IMPLEMENTATION

Each award package includes a **Statement of Subgrant Award, General and Special Conditions, and the Approved Budget**. The Subgrantee should keep copies of all of these documents, along with the original application, in the project grant file.

Notice of Award/Acceptance: The original Statement of Subgrant Award must be signed by the subgrantee executive officer and returned to GOCF within thirty (30) days of the date on which GOCF executed the award. If someone other than the executive officer is authorized to sign the award and all other grant documents, the subgrantee must notify GOCF in writing. The grant will not become effective until this acceptance has been completed. **FAILURE TO EXECUTE AND RETURN THE ORIGINAL DOCUMENT WILL RESULT IN TERMINATION OF GRANT FUNDS.** This acceptance forms a binding contract in which the recipient agency agrees to the following:

1. To use the funds solely for the purposes outlined in the application as approved by the Governor's Office For Children and Families.
2. To abide by and address all general and special conditions attached to the grant award.
3. To adhere to all applicable federal, state, and GOCF financial and procurement guidelines and reporting requirements.

4. To provide and document the required amount of matching funds, if applicable.

Special Conditions: Special Conditions are used to correct deficiencies in the original application or to point out potential problem areas in the project. If Special Conditions have been placed on the grant, a list will be attached to, and be a part of the grant award document. FAILURE TO RESPOND TO ANY SPECIAL CONDITIONS BY THE DEADLINE ESTABLISHED MAY DELAY REIMBURSEMENT OF EXPENDITURES AND MAY RESULT IN GRANT TERMINATION PROCEEDINGS.

Implementation Timeframes: Every new project must be implemented within sixty (60) days of the effective date of the grant period listed on the Statement of Subgrant Award. Implementation must be confirmed in writing to GOCF by the subgrantee within sixty (60) days. Implementation consists of hiring personnel and having them engaged in project activity or contracting for services.

IF THE PROJECT CANNOT BE IMPLEMENTED WITHIN SIXTY (60) DAYS OF THE EFFECTIVE DATE OF THE AWARD, A LETTER MUST BE SENT TO YOUR GOCF PROGRAM REPRESENTATIVE BEFORE THE END OF THE 60-DAY PERIOD FOR APPROVAL OF AN EXTENSION. The letter must explain the steps taken to initiate the project, the reason(s) for the delay, and the estimated starting date. The subgrantee must be prepared to produce documentation of efforts made to implement the project, such as copies of resumes, copies of bids, etc., if requested.

IF THE PROJECT HAS NOT COMMENCED WITHIN NINETY (90) DAYS, GOCF CAN TERMINATE THE GRANT AND REALLOCATE THE FUNDS TO ANOTHER AGENCY.

Implementation Guidelines:

1. All program personnel must be made aware of the projects overall goals, and more specifically the projects performance goals, outcomes goals and what data will be continuously collected throughout the grant period.
2. All changes in program personnel (i.e. vacancies, reassignments, new hires) must be immediately reported to GOCF program staff person assigned to your grant.
3. All requests for changes in program activity must be submitted via letter to GOCF program staff person assigned to your grant. The contents of the letter should request and justify the need for changes.

PROJECT REPORTING

Fiscal Reporting: Refer to the companion Grants Management Financial Manual.

Program Reporting: The subgrantee is responsible for maintaining accurate program records and evaluation data related to the GOCF-supported program. GOCF or its representatives may, at any time, request access to or copies of such records.

1. **Implementation** - A letter of notification of implementation of the program must be received by GOCF **within sixty (60) days of the effective date of the first grant period.**
2. **Quarterly Progress Reports** - An evaluation report is due within **30 days of the end of each quarter (3 months) based on the project's grant period.** In some cases, a program may have more than 4 quarters (i.e., if the grant period exceeds 12 months). This report should be submitted on the Quarterly Progress Report form located in the Appendix. **This report must list your specific Mandatory GOCF Performance Measures and Subgrantee-Selected Performance Measures and summarize progress in meeting each of these measures. Receipt of late and/or incomplete reports will adversely affect continuation funding as well as future opportunities for funding.**
3. **Final Evaluation Report** - Within **30 days of the end of the grant period**, a satisfactory final evaluation report must be submitted. This comprehensive report **must** address all of the goals described in the program's grant application and must follow the format located in the Appendix of this Manual. **No Final Reimbursement Request will be processed unless a completed Final Evaluation Report has been received and approved by your GOCF program representative. This final report must list your specific Mandatory GOCF Performance Measures and Subgrantee-Selected Performance Measures and provide specific outcome data for each of these measures. Receipt of late and/or incomplete reports will adversely affect continuation funding as well as future opportunities for funding.**
4. **Mini-Grant Report** - For those subgrantees who receive a mini-grant award of \$5,000 or less, quarterly progress reports do not have to be prepared. Please note that this waiver does not apply to the submission of quarterly Reimbursement Reports. Mini-grant subgrantees must complete a Final Evaluation Report. The report is due 30 days following the end of the grant period. **No Final Reimbursement Request will be processed unless a completed Mini-Grant Final Evaluation Report has been received and**

approved by your GOCF program representative. Receipt of late and/or incomplete reports will adversely affect future opportunities for funding.

Note: If you have questions or need assistance in completing these reports, please contact GOCF program staff person assigned to your grant. In addition, these reporting forms are available on GOCF's website (www.children.georgia.gov) in Microsoft Word and Adobe formats.

APPENDICIES

INSTRUCTIONS

A. MANDATORY GOCF PERFORMANCE MEASURES

Select and list all **bold** output and outcome measures for your program area.

B. SUBGRANTEE SELECTED PERFORMANCE MEASURES(S)

Select and list at least one additional output and outcome measure for your program area.

C. PERSONALIZED PERFORMANCE MEASURES(S)

After you have selected your performance measures, please make them more specific by personalizing them to your program. See example - last page of this section.

(NOT APPLICABLE TO MINI-GRANTS)

COMMUNITY ENRICHMENT OUTREACH PROGRAMS

PROGRAM AREA 9 - DELINQUENCY PREVENTION

PROGRAM AREA 9. DELINQUENCY PREVENTION

OUTPUT PERFORMANCE MEASURES

#	OUTPUT MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
1	FG OR TITLE V FUNDS AWARDED FOR SERVICES	Increase organizational capacity	The amount of Formula Grants and Title V funds in whole dollars that are awarded for delinquency prevention services during the reporting period. Program records are the preferred data source.	FG or Title V funds awarded to program for services
2	Number of MOUs developed	Increase organizational capacity	The number of Memoranda of Understanding or interagency agreements developed during reporting period of the program. Include all formal partnership or coordination agreements. Program records are the preferred data source.	Number of Memoranda of Understanding developed
3	Number of program slots available	Increase organizational capacity	The number of client service slots available during the reporting period of the program. If slots were lost over the reporting period, please report a negative number. Program records are the preferred data source.	Number of client service slots available during the reporting period.
4	Number of FTEs funded by FG or Title V \$	Increase organizational capacity	The number of program staff funded by Formula Grants or Title V money, as measured through the number of Full-Time Equivalents, working for the program during the reporting period. To calculate FTE, divide the number of staff hours used by the program by 2080.	Number of Full-Time Equivalents funded by FG or Title V \$
5	Number of program materials developed	Increase organizational capacity	The number of program materials that were developed during the reporting period. Include only substantive materials such as program overviews, client workbooks, lists of local service providers. Do not include program advertisements or administrative forms such as sign-in sheets or client tracking forms. Count the number of pieces developed. Program records are the preferred data source.	Number of program materials developed during reporting period
6	Number and percent of program staff trained	Increase organizational capacity	The number and percent of program staff who are trained in delinquency prevention during reporting period. The number is the raw number of program staff to receive any formal training relevant to the program or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt can be verified. Training does not have to have been completed during the reporting period. To get the percent divide the raw number by the total number of program staff. Program records are the preferred data source.	A. Number of program staff who participated in training B. Total number of program staff C. Percent (A/B)
7	Number of hours of program staff training provided	Increase organizational capacity	The number of delinquency prevention training hours provided to staff during the reporting period. Training includes in-house and external trainings.	Number of hours of training provided to program staff
8	Number of planning activities conducted	Improve planning and development	The number of planning activities undertaken during the reporting period. Planning activities include meetings held, needs assessments undertaken, etc.	Number of planning activities undertaken
9	Number of program/agency policies or procedures created, amended, or rescinded	Improve planning and development	The number of program/agency policies or procedures created, amended, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of the program or agency. Include policies that are relevant to the topic area of the program or policies that affect program operations.	Number of policies or procedures created, amended, or rescinded
10	Use of best practice model (Y/N) ¹	Improve program quality	Report whether a best practice model was implemented by the program. Best practice models include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints, OJJDP's Model Programs Guide, SAMSHA's Model Programs, state model program resources, etc.).	Was the program implementing a best practice model? (Yes or No response)
11	NUMBER OF PROGRAM YOUTH SERVED	Improve program activities	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal	Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period.

¹ This measure should be reported only once during the initial reporting phase of the program.

#	OUTPUT MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
			years. Program records are the preferred data source.	
12	Number of parents served	Improve program activities	The number of program parents served during the reporting period. Include all parents who received at least one program service and met the program's minimum criteria for participation. Program records are the preferred data source.	Number of parents served
13	Number of service hours completed	Improve program activities	The number of hours of service completed by program youth during the reporting period. Service is any explicit activity (such as program contact, counseling sessions, course curriculum, community service, etc.) delivered by program staff or other professionals dedicated to completing the program requirements. Program records are the preferred data source.	Total number of program youth service hours
14	Average length of stay in program	Improve program efficiency	The average length of time (in days) that clients remain in the program. Include data for clients who both complete program requirements prior to program exit and those who do not. Program records are the preferred data source.	A. Total number of days between intake and program exit across all program youth exiting program B. Number of cases closed C. A/B

PROGRAM AREA 9. DELINQUENCY PREVENTION
OUTCOME PERFORMANCE MEASURES

#	OUTCOME MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT	REPORTING TERM	
					SHORT	LONG
1	NUMBER AND PERCENT OF PROGRAM YOUTH EXHIBITING DESIRED CHANGE IN TARGETED BEHAVIORS	Improve prosocial behaviors	Select as many as apply in 1A-1E			
1A	Substance use	Improve prosocial behaviors	The number and percent of program youth who have exhibited a decrease in substance use. Self-report or staff rating are most likely data sources.	A. Number of program youth with the noted behavioral change B. Number of youth in program C. Percent (A/B)	X	X
1B	School attendance	Improve prosocial behaviors	The number and percent of program youth who have exhibited an increase in school attendance. Self-report or staff rating are most likely data sources.	A. Number of program youth with the noted behavioral change B. Number of youth in program C. Percent (A/B)	X	X
1C	Antisocial behavior	Improve prosocial behaviors	The number and percent of program youth who have exhibited a decrease in antisocial behavior. Self-report or staff rating are most likely data sources.	A. Number of program youth with the noted behavioral change B. Number of youth in program C. Percent (A/B)	X	X
1D	Family relationships	Improve prosocial behaviors	The number and percent of program youth who have exhibited an improvement in family relationships. Self-report or staff rating are most likely data sources.	A. Number of program youth with the noted behavioral change B. Number of youth in program C. Percent (A/B)	X	X
1E	Pregnancies	Improve prosocial behaviors	The number and percent of program youth who have exhibited no pregnancies. Self-report or staff rating are most likely data sources.	A. Number of program youth with the noted behavioral change B. Number of youth in program C. Percent (A/B)	X	X
2	NUMBER AND PERCENT OF YOUTH COMPLETING PROGRAM REQUIREMENTS	Increase accountability	The number and percent of program youth who have successfully fulfilled all program obligations and requirements. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet prior to program completion. Program records are the preferred data source.	A. Number of program youth who exited the program having completed program requirements B. Number of youth who left the program C. Percent (A/B)	X	
3	Number and percent of program families satisfied with program	Increase program support	The number and percent of program families satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	A. Number of program families satisfied with the program B. Number program families returning the surveys C. Percent (A/B)	X	
4	Number and percent of program youth satisfied with program	Increase program support	The number and percent of program youth satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	A. Number of program youth satisfied with the program B. Number of program youth returning the surveys C. Percent (A/B)	X	

#	OUTCOME MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT	REPORTING TERM	
					SHORT	LONG
5	Number and percent of program staff with increased knowledge of program area	Increase program support	The number and percent of program staff who gained a greater knowledge of the delinquency prevention program area through trainings or other formal learning opportunities. Appropriate for any program whose staff received program-related training. Training does not need to have been given by the program. Self-report data collected using training evaluation or assessment forms are the expected data source.	A. Number of program staff trained during the reporting period who report increased knowledge B. Number of program staff trained during the reporting period and returning surveys C. Percent (A/B)	X	

TITLE V AND FORMULA GRANTS PERFORMANCE MEASURE KEY	
Short Term:	Occurs during or by the end of the program.
Long Term:	Occurs 6 months to 1 year after program completion.
Annual Term:	Occurs once a year.

COMMUNITY SERVICES FOR JUVENILE OFFENDERS

- A. ACCOUNTABILITY-BASED SANCTIONS
 - PROGRAM AREA 7 - COURT SERVICES
 - PROGRAM AREA 11 - DIVERSION
 - PROGRAM AREA 14 - GRADUATED SANCTIONS

- B. GENDER-RESPONSIVE PROGRAMMING FOR GIRLS
 - PROGRAM AREA 13 - GENDER-SPECIFIC SERVICES

(choose one program area only)

PROGRAM AREA 7. COURT SERVICES

OUTPUT PERFORMANCE MEASURES

#	OUTPUT MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
1	FG FUNDS AWARDED FOR SERVICES	Increase organizational capacity	The amount of Formula Grants funds in whole dollars that are awarded for court services during the reporting period. Program records are the preferred data source.	FG funds awarded to program for services
2	Number of MOUs developed	Increase organizational capacity	The number of Memoranda of Understanding or interagency agreements developed during reporting period of the program. Include all formal partnership or coordination agreements. Program records are the preferred data source.	Number of Memoranda of Understanding developed
3	Number of program slots available	Increase organizational capacity	The number of client service slots available during the reporting period of the program. If slots were lost over the reporting period, please report a negative number. Program records are the preferred data source.	Number of client service slots available during the reporting period
4	Number of FTEs funded by FG \$	Increase organizational capacity	The number of staff, as measured through the number of Full-Time Equivalents, working for the program during the reporting period. To calculate FTE, divide the number of staff hours used by the program by 2080.	Number of Full-Time Equivalents funded by FG \$
5	Number of program materials developed	Increase organizational capacity	The number of program materials that were developed during the reporting period. Include only substantive materials such as program overviews, client workbooks, lists of local service providers. Do not include program advertisements or administrative forms such as sign-in sheets or client tracking forms. Count the number of pieces developed. Program records are the preferred data source.	Number of program materials developed during reporting period
6	Number and percent of program staff trained	Increase organizational capacity	The number and percent of program staff who are trained in court services during reporting period. The number is the raw number of program staff to receive any formal training relevant to the program or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt can be verified. Training does not have to have been completed during the reporting period. To get the percent divide the raw number by the total number of program staff. Program records are the preferred data source.	D. Number of program staff who participated in training E. Total number of program staff F. Percent (A/B)
7	Number of hours of program staff training provided	Increase organizational capacity	The number of court services training hours provided to program staff during the reporting period of the program. Training includes in-house and external trainings.	Number of hours of training provided to program staff
8	Number of pre-adjudication service options funded by FG \$	Increase organizational capacity	The number of pre-adjudication service options funded by FG \$ available during the reporting period (e.g., EM, mediation, victim impact panels, youth court, BARJ services, etc.). Program records are the preferred data source.	Number of pre-adjudication service options funded by FG \$
9	Number of post-adjudication service options funded by FG \$	Increase organizational capacity	The number of post-adjudication service options funded by FG \$ available during the reporting period (e.g., day treatment, school-based probation, restitution, intensive supervision, etc.). Program records are the preferred data source.	Number of post-adjudication service options funded by FG \$
10	Number of planning activities conducted	Improve planning and development	The number of planning activities undertaken during the reporting period. Planning activities include meetings held, needs assessments undertaken, etc.	Number of planning activities undertaken
11	Number of program/agency policies or procedures created, amended, or rescinded	Improve planning and development	The number of program/agency policies or procedures created, amended, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of the program or agency. Include policies that are relevant to the topic area of the program or policies that affect program operations.	Number of policies or procedures created, amended, or rescinded
12	Use of best practice model (Y/N) ²	Improve program quality	Report whether a best practice model was implemented by the program. Best practice models include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources, (e.g., Blueprints, OJJDP's Model Programs Guide, SAMHSA's Model Programs, state model program resources, etc.).	Was the program implementing a best practice model? (Yes or No response)

² This measure should be reported only once during the initial reporting phase of the program.

#	OUTPUT MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
13	NUMBER OF PROGRAM YOUTH SERVED	Improve program activities	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal years. Program records are the preferred data source.	Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period.
14	Number of service hours completed	Improve program activities	The number of hours of service completed by program youth during the reporting period. Service is any explicit activity (such as program contact, counseling sessions, course curriculum, community service, etc.) delivered by program staff or other professionals dedicated to completing the program requirements. Program records are the preferred data source.	Total number of program youth service hours
15	Average length of stay in program	Improve program efficiency	The average length of time (in days) that clients remain in the program. Include data for clients who both complete program requirements prior to program exit and those who do not. Program records are the preferred data source.	A. Total number of days between intake and program exit across all program youth exiting program B. Number of cases closed C. A/B

PROGRAM AREA 7. COURT SERVICES

OUTCOME PERFORMANCE MEASURES

#	OUTCOME MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT	TERMS	
					SHORT	LONG
1	NUMBER AND PERCENT OF PROGRAM YOUTH WHO OFFEND OR REOFFEND	Reduce delinquency	The number and percent of program youth who were rearrested or seen at juvenile court for a new delinquent offense. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.	A. Number of program youth with a new offense B. Number of youth in program C. Percent (A/B)	X	X
2	Number and percent of program youth formally processed	Increase accountability	The number and percent of program youth who were formally processed through the juvenile court. Official records are the preferred data source.	A. Number of program youth formally processed B. Number of youth in program C. Percent (A/B)	X	X
3	Average length of time between intake and referral for program youth	Improve system effectiveness	The average length of time (in days) between intake and referral for program youth. Official records are the preferred data source.	A. Total number of days between intake and referral for program youth B. Number of youth who were referred C. Percent (A/B)	X	
4	NUMBER AND PERCENT OF YOUTH COMPLETING PROGRAM REQUIREMENTS	Increase accountability	The number and percent of program youth who have successfully fulfilled all program obligations and requirements. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet prior to program completion. Program records are the preferred data source.	D. Number of program youth who exited the program having completed program requirements E. Number of youth who left the program F. Percent (A/B)	X	
5	Number and percent of program families satisfied with program	Increase program support	The number and percent of program families satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	D. Number of program families satisfied with the program E. Number program families returning the surveys F. Percent (A/B)	X	
6	Number and percent of program youth satisfied with program	Increase program support	The number and percent of program youth who satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	D. Number of program youth satisfied with the program E. Number of program youth returning the surveys F. Percent (A/B)	X	
7	Number and percent of program staff with increased knowledge of program area	Increase program support	The number and percent of program staff who gained a greater knowledge of the court services program area through trainings or other formal learning opportunities. Appropriate for any program whose staff received program-related training. Training does not need to have been given by the program. Self-report data collected using training evaluation or assessment forms are the expected data source.	D. Number of program staff trained during the reporting period who report increased knowledge E. Number of program staff trained during the reporting period and returning surveys F. Percent (A/B)	X	

TITLE V AND FORMULA GRANTS PERFORMANCE MEASURE KEY

Short Term: Occurs during or by the end of the program.
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Annual Term: Occurs once a year.

PROGRAM AREA 11. DIVERSION OUTPUT PERFORMANCE MEASURES

#	OUTPUT MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
1	TV OR FG FUNDS AWARDED FOR SERVICES	Increase organizational capacity	The amount of Title V or Formula Grants funds in whole dollars that are awarded for diversion services during the reporting period. Program records are the preferred data source.	TV or FG funds awarded to program for services
2	Number of MOUs developed	Increase organizational capacity	The number of Memoranda of Understanding or interagency agreements developed during reporting period of the program. Include all formal partnership or coordination agreements. Program records are the preferred data source.	Number of Memoranda of Understanding developed
3	Number of program slots available	Increase organizational capacity	The number of client service slots available during the reporting period of the program. If slots were lost over the reporting period, please report a negative number. Program records are the preferred data source.	Number of client service slots available during the reporting period
4	Number of FTEs funded by TV or FG \$	Increase organizational capacity	The number of program staff, as measured through the number of Full-Time Equivalents, working for the program during the reporting period. To calculate FTE, divide the number of staff hours used by the program by 2080.	Number of Full-Time Equivalents funded by TV or FG \$
5	Number of program materials developed	Increase organizational capacity	The number of program materials that were developed during the reporting period. Include only substantive program materials such as program overviews, client workbooks, lists of local service providers. Do not include program advertisements or administrative forms such as sign-in sheets or client tracking forms. Count the number of pieces developed. Program records are the preferred data source.	Number of program materials developed
6	Number and percent of program staff trained	Increase organizational capacity	The number and percent of program staff who are trained in diversion during reporting period. The number is the raw number of staff to receive any formal training relevant to the program or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt can be verified. Training does not have to have been completed during the reporting period. To get the percent divide the raw number by the total number of program staff. Program records are the preferred data source.	G. Number of program staff who participated in training H. Total number of program staff I. Percent (A/B)
7	Number of hours of program staff training provided	Increase organizational capacity	The number of diversion training hours provided to program staff during the reporting period. Training includes in-house and external trainings.	Number of hours of training provided to program staff
8	Number of planning activities conducted	Improve planning and development	The number of planning activities undertaken during the reporting period. Planning activities include meetings held, needs assessments undertaken, etc.	Number of planning activities undertaken
9	Number of program/agency policies or procedures created, amended, or rescinded	Improve planning and development	The number of program/agency policies or procedures created, amended, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of the program or agency. Include policies that are relevant to the topic area of the program or policies that affect program operations.	Number of policies or procedures created, amended, or rescinded
10	Use of best practice model (Y/N) ³	Improve program quality	Report whether a best practice model was implemented by the program. Best practice models include program models that have been shown, through rigorous evaluation and replication to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints, OJJDP's Model Programs Guide, SAMHSA's Model Programs, state model program resources, etc.).	Was the program implementing a best practice model? (Yes or No response)

³ This measure should be reported only once during the initial reporting phase of the program.

#	OUTPUT MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
11	NUMBER OF PROGRAM YOUTH SERVED	Improve program activities	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal years. Program records are the preferred data source.	Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period.
12	Number of service hours completed	Improve program activities	The number of hours of service completed by program youth. Service is any explicit activity (such as program contact, counseling sessions, course curriculum, community service, etc.) delivered by program staff or other professionals dedicated to completing the program requirements. Program records are the preferred data source.	Total number of program youth service hours
13	Average length of stay in diversion program	Improve program efficiency	The average length of time (in days) that clients remain in the program. Include data for clients who both complete program requirements prior to program exit and those who do not. Program records are the preferred data source.	D. Total number of days between intake and program exit across all program youth exiting program E. Number of cases closed F. A/B

PROGRAM AREA 11. DIVERSION

OUTCOME PERFORMANCE MEASURES

#	OUTCOME MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT	REPORTING TERM	
					SHORT	LONG
1	NUMBER AND PERCENT OF PROGRAM YOUTH WHO OFFEND OR REOFFEND	Reduce delinquency	The number and percent of program youth who were rearrested or seen at juvenile court for a new delinquent offense. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.	A. Number of program youth with a new offense B. Number of youth in program C. Percent (A/B)	X	X
2	Number and percent of program youth exhibiting a desired change in targeted behaviors	Improve prosocial behaviors	Select as many as apply from 2A-2D			
2A	Substance	Improve prosocial behaviors	The number and percent of program youth who have exhibited a decrease in substance. Self-report or staff rating is most likely data source.	D. Number of program youth with the noted behavioral change E. Number of youth in program F. Percent (A/B)	X	
2B	Antisocial behavior	Improve prosocial behaviors	The number and percent of program youth who have exhibited a decrease in antisocial behavior. Self-report or staff rating is most likely data source.	D. Number of program youth with the noted behavioral change E. Number of youth in program F. Percent (A/B)	X	
2C	Family relationships	Improve prosocial behaviors	The number and percent of program youth who have exhibited an improvement in family relationships. Self-report or staff rating is most likely data source.	D. Number of program youth with the noted behavioral change E. Number of youth in program F. Percent (A/B)	X	
2D	Social competencies	Improve prosocial behaviors	The number and percent of program youth who have exhibited an improvement in social competencies. Self-report or staff rating is most likely data source.	D. Number of program youth with the noted behavioral change E. Number of youth in program F. Percent (A/B)	X	
3	NUMBER AND PERCENT OF PROGRAM YOUTH COMPLETING PROGRAM REQUIREMENTS	Increase accountability	The number and percent of program youth who have successfully fulfilled all program obligations and requirements. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet prior to program completion. Program records are the preferred data source.	G. Number of program youth who exited the program having completed program requirements H. Number of youth who left the program I. Percent (A/B)	X	
4	Number and percent of program families satisfied with program	Increase program support	The number and percent of program families satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	G. Number of program families satisfied with the program H. Number program families returning the surveys I. Percent (A/B)	X	
5	Number and percent of program youth satisfied with program	Increase program support	The number and percent of program youth satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	G. Number of program youth satisfied with the program H. Number of program youth returning the surveys I. Percent (A/B)	X	

#	OUTCOME MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT	REPORTING TERM	
					SHORT	LONG
6	Number and percent of program staff with increased knowledge of program area	Increase program support	The number and percent of program staff who gained a greater knowledge of the diversion program area through trainings or other formal learning opportunities. Appropriate for any program whose staff received program-related training. Training does not need to have been given by the program. Self-report data collected using training evaluation or assessment forms are the expected data source.	G. Number of program staff trained during the reporting period who report increased knowledge of diversion programs H. Number of program staff trained during the reporting period returning surveys I. Percent (A/B)	X	
7	Number and percent of program youth formally processed	Improve system effectiveness	The number and percent of first-time offenders who were formally processed through the juvenile justice system. Program records are the preferred data source.	A. Number of first-time offenders formally processed B. Number of first time offenders C. Percent (A/B)	X	

TITLE V AND FORMULA GRANTS PERFORMANCE MEASURE KEY

Short Term: Occurs during or by the end of the program.
Long Term: Occurs 6 months to 1 year after program completion.
Annual Term: Occurs once a year.

PROGRAM AREA 14. GRADUATED SANCTIONS

OUTPUT PERFORMANCE MEASURES

#	OUTPUT MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
1	FG FUNDS AWARDED FOR SERVICES	Increase organizational capacity	The amount of Formula Grants funds in whole dollars that are awarded for graduated sanctions during the reporting period. Program records are the preferred data source.	Funds awarded to program for services
2	Number of MOUs developed	Increase organizational capacity	The number of Memoranda of Understanding or interagency agreements developed during reporting period of the program. Include all formal partnership or coordination agreements. Program records are the preferred data source.	Number of Memoranda of Understanding developed
3	Number of program slots available	Increase organizational capacity	The number of client service slots available during the reporting period of the program. If slots were lost over the reporting period, please report a negative number. Program records are the preferred data source.	Number of client service slots available during the reporting period
4	Number of FTEs funded by FG \$	Increase organizational capacity	The number of staff funded by Formula Grants, as measured through the number of Full-Time Equivalents, working for the program during the reporting period. To calculate FTE, divide the number of staff hours used by the program by 2080.	Number of Full-Time Equivalents funded by FG \$
5	Number of program materials developed	Increase organizational capacity	The number of materials that were developed during the reporting period. Include only substantive materials such as program overviews, client workbooks, lists of local service providers. Do not include program advertisements or administrative forms such as sign-in sheets or client tracking forms. Count the number of pieces developed. Program records are the preferred data source.	Number of materials developed
6	Number and percent of program staff trained	Increase organizational capacity	The number and percent of program staff who are trained in graduated sanctions during reporting period. The number is the raw number of staff to receive any formal training relevant to the program or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt can be verified. Training does not have to have been completed during the reporting period. To get the percent divide the raw number by the total number of program staff. Program records are the preferred data source.	J. Number of staff who participated in training K. Total number of staff L. Percent (A/B)
7	Number of hours of program staff training provided	Increase organizational capacity	The number of training hours in graduated sanctions provided to program staff during the reporting period. Training includes in-house and external trainings.	Number of hours of training provided to staff
8	Number of planning activities conducted	Improve planning and development	The number of planning activities undertaken during the reporting period. Planning activities include meetings held, needs assessments undertaken, etc.	Number of planning activities undertaken
9	Number of program/agency policies or procedures created, amended, or rescinded	Improve planning and development	The number of program/agency policies or procedures created, amended, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of the program or agency. Include policies that are relevant to the topic area of the program or policies that affect program operations.	Number of policies or procedures, created, amended, or rescinded
10	Use of best practice model (Y/N) ⁴	Improve program quality	Report whether a best practice model was implemented by the program. Best practice models include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints, OJJDP's Model Programs Guide, SAMHSA's Model Programs, state model program resources, etc.).	Was the program implementing a best practice model? (Yes or No response)

⁴ This measure should be reported only once during the initial reporting phase of the program.

#	OUTPUT MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
11	NUMBER OF PROGRAM YOUTH SERVED	Improve program activities	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal years. Program records are the preferred data source.	Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period.
12	Number of service hours completed	Improve program activities	The number of hours of service completed by program youth during the reporting period. Service is any explicit activity (such as program contact, counseling sessions, course curriculum, community service, etc.) delivered by program staff or other professionals dedicated to completing the program requirements. Program records are the preferred data source.	A. Total number of program youth service hours B. Number of youth enrolled in program C. Percent (A/B)
13	Average length of stay in program	Improve program efficiency	The average length of time (in days) clients remain in the graduated sanctions program. Include data for clients who both complete program requirements prior to program exit and those who do not. Program records are the preferred data source.	G. Total number of days between intake and program exit across all program youth exiting program H. Number of cases closed I. A/B
14	Number and percent of programs using graduated sanctions approach	Improve program quality	The number and percent of programs that are utilizing the graduated sanctions approach. Program file is the preferred data source.	A. Number of programs using the graduated sanction approach B. Number of programs C. Percent (A/B)
15	Number and percent of sanction options at each level	Improve program quality	The number and percent of sanction options at each sanctioning level: immediate, intermediate, secure care, aftercare.	A. Number of immediate sanctions options B. Number of intermediate sanction options C. Number of secure care sanction options D. Number of aftercare sanction options

PROGRAM AREA 14. GRADUATED SANCTIONS
OUTCOME PERFORMANCE MEASURES

#	OUTCOME MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT	REPORTING TERM	
					SHORT	LONG
1	NUMBER AND PERCENT OF PROGRAM YOUTH WHO OFFEND OR REOFFEND	Reduce delinquency	The number and percent of program youth who were rearrested or seen at juvenile court for a new delinquent offense. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.	D. Number of program youth with a new offense E. Number of youth in program F. Percent (A/B)	X	X
2	Number and percent of program youth charged with formal probation violations	Increase accountability	The number and percent of program youth who have been charged with a formal probation violation. Official records are the preferred data source.	D. Number of program youth charged with probation violation E. Number of youth in program F. Percent (A/B)	X	X
3	Number and percent of program youth committed to correctional facility	Increase accountability	The number and percent of program youth who have been ordered to a correctional facility. Include youth mandated to any secure residential facility including juvenile correctional and adult corrections facilities. Official records are the preferred data source.	A. Number of youth enrolled in a correctional facility B. Number of youth in program C. Percent (A/B)	X	X
4	Number and percent of program youth exhibiting desired change in targeted behaviors	Improve prosocial behaviors	Select as many as apply from 4A-4D			
4A	Substance use	Improve prosocial behaviors	The number and percent of program youth who have exhibited a decrease in substance use. Self-report, staff rating, or urinalysis are most likely data sources.	G. Number of program youth with the noted behavioral change H. Number of youth in program I. Percent (A/B)	X	
4B	Antisocial behavior	Improve prosocial behaviors	The number and percent of program youth who have exhibited a decrease in antisocial behavior. Self-report or staff rating is most likely data source.	G. Number of program youth with the noted behavioral change H. Number of youth in program I. Percent (A/B)	X	
4C	Family relationships	Improve prosocial behaviors	The number and percent of program youth who have exhibited an improvement in family relationships. Self-report or staff rating are most likely data sources.	G. Number of program youth with the noted behavioral change H. Number of youth in program I. Percent (A/B)	X	
4D	Social competencies	Improve prosocial behaviors	The number and percent of program youth who have exhibited an improvement in social competencies. Self-report or staff rating is most likely data source.	G. Number of program youth with the noted behavioral change H. Number of youth in program I. Percent (A/B)	X	
5	NUMBER AND PERCENT OF PROGRAM YOUTH COMPLETING PROGRAM REQUIREMENTS	Increase accountability	The number and percent of program youth who have successfully fulfilled all program obligations and requirements. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet prior to program completion. Program records are the preferred data source.	J. Number of program youth who exited the program having completed program requirements K. Number of youth who left the program L. Percent (A/B)	X	

#	OUTCOME MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT	REPORTING TERM	
					SHORT	LONG
6	Number and percent of program families satisfied with program	Increase program support	The number and percent of program families satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	J. Number of program families satisfied with the program K. Number program families returning the surveys L. Percent (A/B)	X	
7	Number and percent of program youth satisfied with program	Increase program support	The number and percent of program youth who report being satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	J. Number of program youth satisfied with the program K. Number of program youth returning the surveys L. Percent (A/B)	X	
8	Number and percent of program staff with increased knowledge of program area	Increase program support	The number and percent of program staff who gained a greater knowledge of the graduated sanction program area through trainings or other formal learning opportunities. Appropriate for any program whose staff received program-related training. Training does not need to have been given by the program. Self-report data collected using training evaluation or assessment forms are the expected data source.	J. Number of program staff trained during the reporting period who report increased knowledge K. Number of staff trained during the reporting period and returning surveys L. Percent (A/B)	X	

FORMULA GRANTS PERFORMANCE MEASURE KEY	
Short Term:	Occurs during or by the end of the program.
Long Term:	Occurs 6 months to 1 year after program completion.
Annual Term:	Occurs once a year.

PROGRAM AREA 13. GENDER-SPECIFIC SERVICES

OUTPUT PERFORMANCE MEASURES

#	OUTPUT MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
1	TV OR FG FUNDS AWARDED FOR SERVICES	Increase organizational capacity	The amount of Title V or Formula Grants funds in whole dollars that are awarded for gender specific services during the reporting period. Program records are the preferred data source.	Funds awarded to program for services
2	Number of MOUs developed	Increase organizational capacity	The number of Memoranda of Understanding or interagency agreements developed during reporting period of the program. Include all formal partnership or coordination agreements. Program records are the preferred data source.	Number of Memoranda of Understanding developed
3	Number of program slots available	Increase organizational capacity	The number of client service slots available during the reporting period of the program. If slots were lost over the reporting period, please report a negative number. Program records are the preferred data source.	Number of client service slots available during the reporting period
4	Number of FTEs funded by FG or Title V \$	Increase organizational capacity	The number of staff funded through Title V or Formula Grants, as measured through the number of Full-Time Equivalents, working for the program during the reporting period. To calculate FTE, divide the number of staff hours used by the program by 2080.	Number of Full-Time Equivalents funded by FG or Title V \$
5	Number of program materials developed	Increase organizational capacity	The number of materials that were developed during the reporting period. Include only substantive materials such as program overviews, client workbooks, lists of local service providers. Do not include program advertisements or administrative forms such as sign-in sheets or client tracking forms. Count the number of pieces developed. Program records are the preferred data source.	Number of materials developed
6	Number and percent of program staff trained	Increase organizational capacity	The number and percent of program staff who are trained in gender-specific services during reporting period. The number is the raw number of staff to receive any formal training relevant to the program or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt can be verified. Training does not have to have been completed during the reporting period. To get the percent divide the raw number by the total number of program staff. Program records are the preferred data source.	M. Number of staff who participated in training N. Total number of staff O. Percent (A/B)
7	Number of hours of program staff training provided	Increase organizational capacity	The number of gender-specific training hours provided to program staff during the reporting period. Training includes in-house and external trainings.	Number of hours of training provided to staff
8	Number of planning activities conducted	Improve planning and development	The number of planning activities undertaken during the reporting period. Planning activities include meetings held, needs assessments undertaken, etc.	Number of planning activities undertaken
9	Number/percent of program/ agency policies or procedures, created, amended, or rescinded	Improve planning and development	The number and percent of program/agency policies or procedures created, amended, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of the program or agency. Include policies that are relevant to the topic area of the program or policies that affect program operations.	Number of policies or procedures, created, amended, or rescinded
10	Use of best practice model (Y/N) ⁵	Improve program quality	Report whether a best practice model was implemented by the program. Best practice models include program models that have been shown, through rigorous evaluation and replication to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints, OJJDP's Model Programs Guide, SAMHSA's Model Programs, state model program resources, etc.).	Was the program implementing a best practice model? (Yes or No response)

⁵ This measure should be reported only once during the initial reporting phase of the program.

#	OUTPUT MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
11	NUMBER OF PROGRAM YOUTH SERVED	Improve program activities	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal years. Program records are the preferred data source.	Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period.
12	Number of service hours completed	Improve program activities	The number of hours of service completed by program youth during the reporting period. Service is any explicit activity (such as program contact, counseling sessions, course curriculum, community service, etc.) delivered by program staff or other professionals dedicated to completing the program requirements. Program records are the preferred data source.	Total number of program youth service hours
13	Average length of stay in program	Improve program efficiency	The average length of time (in days) that clients remain in the program. Include data for clients who both complete program requirements prior to program exit and those who do not. Program records are the preferred data source.	J. Total number of days between intake and program exit across all program youth exiting program K. Number of cases closed L. A/B

PROGRAM AREA 13. GENDER-SPECIFIC SERVICES
OUTCOME PERFORMANCE MEASURES

#	OUTCOME MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT	REPORTING TERM	
					SHORT	LONG
1	* NUMBER AND PERCENT OF PROGRAM YOUTH WHO OFFEND OR REOFFEND	Reduce delinquency	The number and percent of program youth who were rearrested or seen at juvenile court for a new delinquent offense. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.	G. Number of program youth with a new offense H. Number of youth in program I. Percent (A/B)	X	X
2	Number and percent of program youth charged with formal probation violations	Increase accountability	The number and percent of program youth who have been charged with a formal probation violation. Official records are the preferred data source.	G. Number of program youth charged with probation violation H. Number of youth in program I. Percent (A/B)	X	X
3	Number and percent of program youth committed to correctional facility	Increase accountability	The number and percent of program youth who have been ordered to a correctional facility. Include youth mandated to any secure residential facility including juvenile correctional and adult corrections facilities. Official records are the preferred data source.	A. Number of program youth enrolled in a correctional facility B. Number of youth in program C. Percent (A/B)	X	X
4	** NUMBER AND PERCENT OF PROGRAM YOUTH EXHIBITING DESIRED CHANGE IN TARGETED BEHAVIORS	Improve prosocial behaviors	Select as many as apply from 4A-4E			
4A	Substance use	Improve prosocial behaviors	The number and percent of program youth who have exhibited a decrease in substance use. Self-report, staff rating, or urinalysis are most likely data sources.	J. Number of program youth with the noted behavioral change K. Number of youth in program L. Percent (A/B)	X	X
4B	Self esteem	Improve prosocial behaviors	The number and percent of program youth who have exhibited an increase in self-esteem. Self-report or staff rating are most likely data sources.	J. Number of program youth with the noted behavioral change K. Number of youth in program L. Percent (A/B)	X	X
4C	Body image	Improve prosocial behaviors	The number and percent of program youth who have exhibited an improvement in body image. Self-report or staff rating are most likely data sources.	J. Number of program youth with the noted behavioral change K. Number of youth in program L. Percent (A/B)	X	X
4D	Family relationships	Improve prosocial behaviors	The number and percent of program youth who have exhibited an improvement in family relationships. Self-report or staff rating are most likely data sources.	J. Number of program youth with the noted behavioral change K. Number of youth in program L. Percent (A/B)	X	X
4E	Perception of social support	Improve prosocial behaviors	The number and percent of program youth who have exhibited an improvement in the perception of social support. Self-report or staff rating are most likely data sources.	A. Number of program youth with the noted behavioral change B. Number of youth in program C. Percent (A/B)	X	X
5	NUMBER AND PERCENT OF PROGRAM YOUTH COMPLETING PROGRAM REQUIREMENTS	Increase accountability	The number and percent of program youth who have successfully fulfilled all program obligations and requirements. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet prior to program completion. Program records are the preferred data source.	M. Number of program youth who exited the program having completed program requirements N. Number of youth who left the program O. Percent (A/B)	X	

#	OUTCOME MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT	REPORTING TERM	
					SHORT	LONG
6	Number and percent of program families satisfied with program	Increase program support	The number and percent of program families satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	M. Number of program families satisfied with the program N. Number program families returning the surveys O. Percent (A/B)	X	
7	Number and percent of program youth satisfied with program	Increase program support	The number and percent of program youth satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	A. Number of program youth who report being satisfied with the program N. Number of program youth returning the surveys O. Percent (A/B)	X	
8	Number and percent of program staff with increased knowledge of the program area	Increase program support	The number and percent of staff who gained a greater knowledge of the gender specific program area through trainings or other formal learning opportunities. Appropriate for any program whose staff received program-related training. Training does not need to have been given by the program. Self-report data collected using training evaluation or assessment forms are the expected data source.	M. Number of staff trained during the reporting period who report increased knowledge N. Number of staff trained during the reporting period and returning surveys O. Percent (A/B)	X	

TITLE V AND FORMULA GRANTS PERFORMANCE MEASURE KEY	
Short Term:	Occurs during or by the end of the program.
Long Term:	Occurs 6 months to 1 year after program completion.
Annual Term:	Occurs once a year.

**PREVENTION/EARLY INTERVENTION
PROGRAMS**

PROGRAM AREA 9 - DELINQUENCY PREVENTION

PROGRAM AREA 9. DELINQUENCY PREVENTION

OUTPUT PERFORMANCE MEASURES

#	OUTPUT MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
1	FG OR TITLE V FUNDS AWARDED FOR SERVICES	Increase organizational capacity	The amount of Formula Grants and Title V funds in whole dollars that are awarded for delinquency prevention services during the reporting period. Program records are the preferred data source.	FG or Title V funds awarded to program for services
2	Number of MOUs developed	Increase organizational capacity	The number of Memoranda of Understanding or interagency agreements developed during reporting period of the program. Include all formal partnership or coordination agreements. Program records are the preferred data source.	Number of Memoranda of Understanding developed
3	Number of program slots available	Increase organizational capacity	The number of client service slots available during the reporting period of the program. If slots were lost over the reporting period, please report a negative number. Program records are the preferred data source.	Number of client service slots available during the reporting period.
4	Number of FTEs funded by FG or Title V \$	Increase organizational capacity	The number of program staff funded by Formula Grants or Title V money, as measured through the number of Full-Time Equivalents, working for the program during the reporting period. To calculate FTE, divide the number of staff hours used by the program by 2080.	Number of Full-Time Equivalents funded by FG or Title V \$
5	Number of program materials developed	Increase organizational capacity	The number of program materials that were developed during the reporting period. Include only substantive materials such as program overviews, client workbooks, lists of local service providers. Do not include program advertisements or administrative forms such as sign-in sheets or client tracking forms. Count the number of pieces developed. Program records are the preferred data source.	Number of program materials developed during reporting period
6	Number and percent of program staff trained	Increase organizational capacity	The number and percent of program staff who are trained in delinquency prevention during reporting period. The number is the raw number of program staff to receive any formal training relevant to the program or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt can be verified. Training does not have to have been competed during the reporting period. To get the percent divide the raw number by the total number of program staff. Program records are the preferred data source.	P. Number of program staff who participated in training Q. Total number of program staff R. Percent (A/B)
7	Number of hours of program staff training provided	Increase organizational capacity	The number of delinquency prevention training hours provided to staff during the reporting period. Training includes in-house and external trainings.	Number of hours of training provided to program staff
8	Number of planning activities conducted	Improve planning and development	The number of planning activities undertaken during the reporting period. Planning activities include meetings held, needs assessments undertaken, etc.	Number of planning activities undertaken
9	Number of program/agency policies or procedures created, amended, or rescinded	Improve planning and development	The number of program/agency policies or procedures created, amended, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of the program or agency. Include policies that are relevant to the topic area of the program or policies that affect program operations.	Number of policies or procedures created, amended, or rescinded
10	Use of best practice model (Y/N) ⁶	Improve program quality	Report whether a best practice model was implemented by the program. Best practice models include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints, OJJDP's Model Programs Guide, SAMSHA's Model Programs, state model program resources, etc.).	Was the program implementing a best practice model? (Yes or No response)
11	NUMBER OF PROGRAM YOUTH SERVED	Improve program activities	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal	Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period.

⁶ This measure should be reported only once during the initial reporting phase of the program.

#	OUTPUT MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
			years. Program records are the preferred data source.	
12	Number of parents served	Improve program activities	The number of program parents served during the reporting period. Include all parents who received at least one program service and met the program's minimum criteria for participation. Program records are the preferred data source.	Number of parents served
13	Number of service hours completed	Improve program activities	The number of hours of service completed by program youth during the reporting period. Service is any explicit activity (such as program contact, counseling sessions, course curriculum, community service, etc.) delivered by program staff or other professionals dedicated to completing the program requirements. Program records are the preferred data source.	Total number of program youth service hours
14	Average length of stay in program	Improve program efficiency	The average length of time (in days) that clients remain in the program. Include data for clients who both complete program requirements prior to program exit and those who do not. Program records are the preferred data source.	M. Total number of days between intake and program exit across all program youth exiting program N. Number of cases closed O. A/B

PROGRAM AREA 9. DELINQUENCY PREVENTION

OUTCOME PERFORMANCE MEASURES

#	OUTCOME MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT	REPORTING TERM	
					SHORT	LONG
1	NUMBER AND PERCENT OF PROGRAM YOUTH EXHIBITING DESIRED CHANGE IN TARGETED BEHAVIORS	Improve prosocial behaviors	Select as many as apply in 1A-1E			
1A	Substance use	Improve prosocial behaviors	The number and percent of program youth who have exhibited a decrease in substance use. Self-report or staff rating are most likely data sources.	M. Number of program youth with the noted behavioral change N. Number of youth in program O. Percent (A/B)	X	X
1B	School attendance	Improve prosocial behaviors	The number and percent of program youth who have exhibited an increase in school attendance. Self-report or staff rating are most likely data sources.	M. Number of program youth with the noted behavioral change N. Number of youth in program O. Percent (A/B)	X	X
1C	Antisocial behavior	Improve prosocial behaviors	The number and percent of program youth who have exhibited a decrease in antisocial behavior. Self-report or staff rating are most likely data sources.	M. Number of program youth with the noted behavioral change N. Number of youth in program O. Percent (A/B)	X	X
1D	Family relationships	Improve prosocial behaviors	The number and percent of program youth who have exhibited an improvement in family relationships. Self-report or staff rating are most likely data sources.	M. Number of program youth with the noted behavioral change N. Number of youth in program O. Percent (A/B)	X	X
1E	Pregnancies	Improve prosocial behaviors	The number and percent of program youth who have exhibited no pregnancies. Self-report or staff rating are most likely data sources.	D. Number of program youth with the noted behavioral change E. Number of youth in program F. Percent (A/B)	X	X
2	NUMBER AND PERCENT OF YOUTH COMPLETING PROGRAM REQUIREMENTS	Increase accountability	The number and percent of program youth who have successfully fulfilled all program obligations and requirements. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet prior to program completion. Program records are the preferred data source.	P. Number of program youth who exited the program having completed program requirements Q. Number of youth who left the program R. Percent (A/B)	X	
3	Number and percent of program families satisfied with program	Increase program support	The number and percent of program families satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	P. Number of program families satisfied with the program Q. Number program families returning the surveys R. Percent (A/B)	X	
4	Number and percent of program youth satisfied with program	Increase program support	The number and percent of program youth satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	A. Number of program youth satisfied with the program Q. Number of program youth returning the surveys R. Percent (A/B)	X	

#	OUTCOME MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT	REPORTING TERM	
					SHORT	LONG
5	Number and percent of program staff with increased knowledge of program area	Increase program support	The number and percent of program staff who gained a greater knowledge of the delinquency prevention program area through trainings or other formal learning opportunities. Appropriate for any program whose staff received program-related training. Training does not need to have been given by the program. Self-report data collected using training evaluation or assessment forms are the expected data source.	P. Number of program staff trained during the reporting period who report increased knowledge Q. Number of program staff trained during the reporting period and returning surveys R. Percent (A/B)	X	

TITLE V AND FORMULA GRANTS PERFORMANCE MEASURE KEY

Short Term: Occurs during or by the end of the program.
Long Term: Occurs 6 months to 1 year after program completion.
Annual Term: Occurs once a year.

Sample of Personalized Performance Measures

09 COMMUNITY ENRICHMENT/OUTREACH PROGRAM

Mandatory CYCC Performance Measures

Output Measures

1. FG or Title V Funds awarded for services

Example: \$33,510 has been awarded for services.

11. Number of program youth served

Example: It is projected that this program will serve 120 students who have exhibited behavioral problems.

Outcome Measures

- 1C. Number and percent of program youth exhibiting desired change in target

Example: 80% of students (96 students) will show improvement in their antisocial behavior by the end of the program.

2. Number and percent of youth completing of program requirements

Example: 80% of students (96 students) will complete program requirements.

Subgrantee-Selected Performance Measures

Output Measures

10. Was the program implementing a best practice model?

**Example: This program will implement the following best practice models:
Mentoring and Botvin's Life Skills**

Outcome Measures

4. Number and percent of program youth satisfied with program

Example: A satisfaction survey has been developed and will be administered to each program participant at the end of the program.

SAMPLE QUARTERLY REPORT

Governor's Office For Children and Families
4th Floor, 3408 Covington Highway
Decatur, Georgia 30032-1513
*** QUARTERLY PROGRESS REPORT ***

Complete the data below as indicated. The report is due 30 days following the end of the project quarter. Reimbursement Request will not be processed until a completed Quarterly Progress Report is received and approved by your GOCF program representative. Late and/or incomplete reports will adversely affect continuation funding and/or opportunities for future funding. If you have any questions regarding this form, please contact the GOCF program staff person assigned to your project.

PART I: (SAMPLE)

PROGRAM INFORMATION	
Project Title After School Program	Subgrant Number 00J-12-3456-7890
Subgrantee Name My County Board of Education	Grant Period 7/01/06 – 6/30/07
Project Director John Doe	Reporting Period 1/01/07 – 3/31/07
Mailing Address P.O. Box 000	City, State, Zip Home, GA 30000
Phone Number 555-123-4567	Fax Number 555-123-9874
Name of Person Preparing Report John Doe	Official Job Title Project Director

1. Project Quarter 1st 2nd 3rd 4th Other (specify) _____

2. Is a final evaluation report attached? Yes No

3. BUDGET SUMMARY: (complete in addition to reimbursement report)

- A. Grant Award \$ 33,510.00
- B. Previous Grant Expenditures \$ 25,132.50
- C. Grant Funds Expended This Quarter \$ 4,377.50
- D. Grant Balance \$ 4,000.00
- E. Date Most Recent Reimbursement Report Submitted 4/01/07
- F. Are Funds Being Expended at Rate Anticipated? Yes No
 (If no, explain under Part III.)

Signature

Date

PART II – NARRATIVE ON PROJECT ACTIVITIES AND PROGRESS

Briefly discuss significant activities during this quarter, including delays in implementation. This should include a brief narrative description of progress during this period and other supporting efforts which have begun, been partially implemented or completed during this period. Discuss any programmatic issues (i.e., delays in implementation). Discuss the impact these problems have on the project's total effectiveness and how the problems will be (were) resolved. Indicate the necessity for modifying the project's objectives, activities, or budget and any technical assistance you anticipate needing from GOCF staff. IF YOU INDICATE A NEED TO MODIFY THE PROJECT AND/OR BUDGET, A REQUEST TO AMEND THE GRANT MUST BE SUBMITTED SEPARATELY. (Attach additional sheets as needed.)

The Juvenile Court, school administrators, parents and the community continue to strongly support this program. The Juvenile Court and school counselors continue to make referrals to the program and requests for service continue to increase throughout the third quarter. Approximately 19 new students were served during this quarter. A total of 125 students were served during the first two quarters. Forty-six (46) of the 125 youth were referred by the juvenile court. Most of the students enrolled in the program have demonstrated an increase in academic performance.

Student support meetings continue to take place between court staff, case managers, school counselors, teachers, parents and youth. Approximately 10 student support team meetings were held this quarter. Individualized family and education plans are developed or evaluated during these meetings. Participating families are required to attend two 3-hour family workshops. In addition, parents are required to attend four “Parent University” workshops. This workshop helps parents implement the newly learned skills in their home. A total of 54 parent/guardians participated in the parenting component this grant year and received “Home Journals” to record their family’s progress. Two case manager/program personnel/mentor meetings were held to discuss each student and the system process. Case Manager conduct routine home visits and referrals to other services are made as needed.

All students participate in adventure-based counseling, leisure education, physical skills development, Botvins Life Skills, transfer of learning practices, and post planning. Existing students, new referrals, parents, and support personnel were educated and held accountable to practice the STOP model. Many administrative meetings with key school personnel continue to occur to define and continuously develop program components. Administration and program staff work closely to ensure that educational plans are followed and that progressive transfer strategies have taken place to ensure student success in the regular classroom.

PART III – SUMMARIZE PROGRESS ON EACH MANDATORY CYCC PERFORMANCE MEASURE AND SUBGRANTEE-SELECTED PERFORMANCE MEASURE

- 1. List your Mandatory CYCC Performance Measure program area.**
- 2. List each mandatory output indicator and summarize your progress-to-date in meeting each output indicator. List each mandatory outcome indicator and summarize your progress-to-date in meeting each outcome indicator.**
- 3. List each Subgrantee-Selected output indicator and summarize your progress-to-date in meeting each subgrantee selected output indicator. List each subgrantee selected outcome indicator and summarize your progress-to-date in meeting each subgrantee selected outcome indicator.**

1. Program Area: 09 Delinquency Prevention

**2. Mandatory GOCF Performance Measures:
(outputs and outcomes)**

Output Indicator #1: \$33,510 has been awarded for services.

During this quarter, we submitted a reimbursement request for \$4,337.50.

Output Indicator #11: The program will serve 120 students who have exhibited behavioral problems.

One hundred twenty (120) youth were carried over from the 2nd quarter reporting period. Nineteen (19) new youth enrolled during this reporting period. To date, the program has served 139 students and their families.

Outcome Indicator #1C: 80% of students (96 students) will show improvement in their antisocial behavior by the end of the program.

- A) As of the 3rd quarter, 68 students received no referrals for displaying chronic antisocial behavior. Fifty-two (52) students exhibited improvement in their antisocial behavior.
- B) This data is being collected and will be available at the end of the grant period.
- C) This data is being collected and will be available at the end of the grant period.

**Outcome Indicator#2: 80% of students (96 students) will complete program requirements.
Number and percent of youth completing program requirements**

- A) This data is being collected and will be available at the end of the grant period.
- B) This data is being collected and will be available at the end of the grant period.
- C) This data is being collected and will be available at the end of the grant period.

**3. Subgrantee Selected Performance Measure(s):
(outputs and outcomes)**

**Output Indicator 10: This program implemented the following best practice models:
Mentoring and Botvin's Life Skills**

Outcome Indicator 4: A satisfaction survey has been developed and will be administered to each program participant at the end of the program.

- A) A satisfaction survey will be distributed to all program participants at the end of the program.
- B) A satisfaction survey has been developed and will be distributed to all program participants at the end of the program.
- C) A satisfaction survey has been developed and will be distributed to all program participants at the end of the program.

PART IV -- CLIENT INFORMATION – Number of Youth Served by GOCF Grant Funds

Complete the requested data for this quarter's activities. All data must be supported by source documents retained by the subgrantee and must be available upon request by the CYCC. The "TOTAL TO DATE" column is a cumulative total of all youth served where the figures from each quarter are added. **THIS INFORMATION IS NOT REQUIRED FOR SECTION 1.** Each quarterly report must contain the numbers reported on previous reports. The "PROJECTED NUMBER" is taken directly from the grant proposal. (Please note that projects, particularly first-year programs, may operate for more than 4 quarters during the grant year because of possible grant extensions.)

To complete the chart below:

NOTE: Do not enter information in the shaded/colored areas. These fields will calculate automatically.

1. In Number 2, enter only the number of participants that were new during this quarter. (NOTE: This number will always be either less than or equal to the answer given for #1)
2. 2nd and 3rd year grant recipients *ONLY* – enter the number of children returning to the program from a previous grant year in the Carry Forward Number.
3. Enter the number of Females and Minorities for Number 2.
4. In Number 3, enter only the number of youth (if any) successfully completing the program during the quarter.
5. In Number 4 enter the number of youth dismissed or withdrawn from the program during the quarter.
6. Return to Number 1 and enter the number of total number Females and Minorities served during this quarter.

PROJECTED NUMBER OF YOUTH TO BE SERVED DURING THE PROJECT YEAR: 120
(as reported in grant proposal)

AFTER SCHOOL PROGRAM

NOTE: IF USING MICROSOFT WORD FORMAT DOUBLE CLICK THE FORM TO ENTER DATA.

CLIENT INFORMATION	*CARRY-FORWARD NUMBER	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL TO DATE
1. Total # of Youth Served		100	125	139	138	XXXXXXX XXXXX
(a) # of Female Youth		25	42	45		XXXXXXX XXXXX
(b) # of Minority Youth		66	91	90		XXXXXXX XXXXX
2. Total # of <u>New</u> Youth Served	XXXXXXXXXX XXXXXXXXXX	100	25	19		144
(a) # of Female Youth	XXXXXXXXXX XXXXXXXXXX	25	17	1		43
(b) # of Minority Youth	XXXXXXXXXX XXXXXXXXXX	66	22	8		96
3. # of Youth Successfully Completing Program	XXXXXXXXXX XXXXXXXXXX	0	0	0		0
4. # of Youth Dismissed/Withdrawn from Program	XXXXXXXXXX XXXXXXXXXX	0	5	1		6
5. # of Youth Remaining in Program at end of Quarter	XXXXXXXXXX XXXXXXXXXX	100	120	138	138	XXXXXXX XXXXX

* Number of youth carried forward from previous grant year, if applicable.

PROJECTED NUMBER OF YOUTH TO BE SERVED DURING THE PROJECT YEAR: 60
 (as reported in grant proposal)

PARENT UNIVERSITY

NOTE: IF USING MICROSOFT WORD FORMAT DOUBLE CLICK THE FORM TO ENTER DATA.

CLIENT INFORMATION	*CARRY-FORWARD NUMBER	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL TO DATE
1. Total # of Youth Served		21	36	64	54	XXXXXXX XXXXXX
(a) # of Female Youth		18	23	38		XXXXXXX XXXXXX
(b) # of Minority Youth		12	20	47		XXXXXXX XXXXXX
2. Total # of <u>New</u> Youth Served	XXXXXXXXXX XXXXXXX	21	18	35		74
(a) # of Female Youth	XXXXXXXXXX XXXXXXX	18	8	16		42
(b) # of Minority Youth	XXXXXXXXXX XXXXXXX	12	10	17		39
3. # of Youth Successfully Completing Program	XXXXXXXXXX XXXXXXX	0	0	0		0
4. # of Youth Dismissed/ Withdrawn from Program	XXXXXXXXXX XXXXXXX	3	7	10		20
5. # of Youth Remaining in Program at end of Quarter	XXXXXXXXXX XXXXXXX	18	29	54	54	XXXXXXX XXXXXX

SAMPLE FINAL EVALUATION REPORT

**CHILDREN AND YOUTH COORDINATING COUNCIL OF GEORGIA
JUVENILE JUSTICE GRANT PROGRAM**

FINAL EVALUATION REPORT FORM

The Final Evaluation Report is due 30 days following the end of the grant period.

1. Type or print neatly in ink. A disk version in Microsoft Word may be requested from the office.
2. Answer questions as specifically as possible. Attach extra pages if needed.
3. Call the office if you have any questions (404-508-6574).
4. Return the completed Evaluation Report to your GOCF program representative at the address below.
5. Final Reimbursement Request will not be processed until a completed Final Evaluation Report has been received and approved by your GOCF program representative. To avoid reimbursement delays, please be sure that all evaluation data is included in your report. Late and/or incomplete reports will adversely affect continuation funding and/or opportunities for future funding.

(SAMPLE)

Governor's Office For Children and Families
4th Floor, 3408 Covington Highway
Decatur, GA. 30032-1513

PROGRAM INFORMATION	
Project Title After School Program	Subgrant Number 00J-12-3456-7890
Subgrantee Name My County Board of Commissioners	Grant Period 7/01/06 – 6/30/07
Project Director John Doe	Submission Date 7/31/07
Mailing Address P.O. Box 000	City, State, Zip Home, GA 30000
Phone Number 555-123-4567	Fax Number 555-123-9874
Name of Person Preparing Report John Doe	Official Job Title Project Director

1. Describe the program format, methodology, and activities during the project year. (Attach additional pages as needed.)

My County School System “After School Program” served high-risk 6th grade students whose Reading and/or Math scores were one year or more below grade level and were referred for exhibiting antisocial behavior 2 or more times last school year. Referrals were received from the school system and others were mandated by the juvenile court. The juvenile court mandated Forty- six (46) students and their families to attend this program. All other referrals were made by the school tribunal, parents or community members. If a student was referred by school system, a staff member made a home visit to encourage the parent/guardian to enroll the child.

The program operated Monday through Thursday from 3:30 until 6:30 PM each day that school was in session. A full-time staff member worked with classroom teachers and parents of the students to help identify academic strengths and areas needing improvement. Education and family plans were developed for each student and their family. Two reading and math teachers were paid on an hourly basis to work with students. Students enrolled in the program received homework assistance and tutoring to strengthen their reading and math skills. Ten volunteers helped students with pre-determined lesson plans assigned by the child’s classroom teacher and served as mentors for their students. In addition to the daily academic assistance, students received Botvins Life skills, conflict resolution, individual and group counseling, character education, transfer of learning practices, and post planning services. Fifty-Four parents participated in the parenting component including the parent/guardian workshops which focused on parenting, communication skills and transfer of learning to the home environment. Existing students, new referrals, parents, and support personnel were educated and held accountable to practice the STOP model. Other workshops were offered on topics such as the negative consequences of drug use and teen pregnancy, violence prevention and conflict resolution, peer pressure, decision making skills, communication, and anger management. Students also participated in 5 field trips and other recreational activities.

2. Was your program implemented as originally designed?

Yes

No (Please explain)

Although the goals of the program remained the same, changes were made in staffing. Originally we were going to hire a full-time teacher. We realized we could utilize teachers who were already familiar with the students and their needs and pay them on an hourly basis. This change made our program more effective and saved money. Participation was very low on Fridays as both students and staff was tired from the long week. The after-school component of the program was restructured to provide a longer program -- Monday through Thursday, 3:30pm – 6:30pm.

3. Is there anything you would do differently?

Yes (Please describe) No

4. How long was your program operational during the grant year?

11 Number of Months

5. How many youth did you expect to serve in your program during the year?

120 Projected Number of Youth (*as stated in originally grant proposal*)

6. *Approximate number of volunteers active in project during the grant year.*

18 Number of Volunteers

7. Were you satisfied with the support given you by the GOCF during the year?

Yes No (Please explain)

8. Complete the chart below showing how many youth actually participated, how many successfully completed the program, and how many failed to complete the program because of being dismissed or withdrawn. (NOTE: This should match the final Quarter Progress Report.)

DEFINITIONS

Participating means attending on a regular basis it does not include occasional contact or drop-in.

Completing means graduating by the end of the grant year.

AFTER SCHOOL PROGRAM

NOTE: IF USING MICROSOFT WORD FORMAT DOUBLE CLICK THE FORM TO ENTER DATA.

CLIENT INFORMATION	*CARRY-FORWARD NUMBER	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL TO DATE
1. Total # of Youth Served		100	125	139	138	XXXXXXX XXXXXX
(a) # of Female Youth		25	42	45	45	XXXXXXX XXXXXX
(b) # of Minority Youth		66	91	90	90	XXXXXXX XXXXXX
2. Total # of <u>New</u> Youth Served	XXXXXXXXXX XXXXXXXXXX	100	25	19	0	144
(a) # of Female Youth	XXXXXXXXXX XXXXXXXXXX	25	17	1	0	43
(b) # of Minority Youth	XXXXXXXXXX XXXXXXXXXX	66	22	8	0	96
3. # of Youth Successfully Completing Program	XXXXXXXXXX XXXXXXXXXX	0	0	0	138	138
4. # of Youth Dismissed/Withdrawn from Program	XXXXXXXXXX XXXXXXXXXX	0	5	1	0	6
5. # of Youth Remaining in Program at end of Quarter	XXXXXXXXXX XXXXXXXXXX	100	120	138	0	XXXXXXX XXXXXX

* Number of youth carried forward from previous grant year, if applicable.

PROJECTED NUMBER OF YOUTH TO BE SERVED DURING THE PROJECT YEAR: 60
 (as reported in grant proposal)

PARENT UNIVERSITY

NOTE: IF USING MICROSOFT WORD FORMAT DOUBLE CLICK THE FORM TO ENTER DATA.

1. Total # of Youth Served		21	36	64	54	XXXXXXXX XXXXXX
(a) # of Female Youth		18	23	38	38	XXXXXXXX XXXXXX
(b) # of Minority Youth		12	20	47	47	XXXXXXXX XXXXXX
2. Total # of <u>New</u> Youth Served	XXXXXXXXXX XXXXXXXX	21	18	35	0	74
(a) # of Female Youth	XXXXXXXXXX XXXXXXXX	18	8	16	0	42
(b) # of Minority Youth	XXXXXXXXXX XXXXXXXX	12	10	17	0	39
3. # of Youth Successfully Completing Program	XXXXXXXXXX XXXXXXXX	0	0	0	54	54
4. # of Youth Dismissed/ Withdrawn from Program	XXXXXXXXXX XXXXXXXX	3	7	10	0	20
5. # of Youth Remaining in Program at end of Quarter	XXXXXXXXXX XXXXXXXX	18	29	54	0	XXXXXXXX XXXXXX

Section 9 must be completed in depth for your Mandatory GOCF Performance Measures

and Subgrantee Selected Performance Measure(s). Non-compliance will adversely affect continuation funding as well as future opportunities for funding. (Attach additional pages if needed)

9. a. List your Mandatory GOCF Performance Measure program area.
b. List each Mandatory GOCF Performance Measure that you previously provided in your grant proposal. Provide specific outcome data for each output and outcome indicator.
c. List each Subgrantee Selected Performance Measure that you previously provided in your grant proposal. Provide specific outcome data for each output and outcome indicator.

a. **Program Area:** 09 Delinquency Prevention

b. **Mandatory GOCF Performance Measures:**

Output Indicator #1: \$33,510 has been awarded for services. All funding has been expended.

Output Indicator #11: The program will serve 120 students who have exhibited behavioral problems.

This program exceeded this goal by serving 144 youth. However, only 138 youth completed the program.

Outcome Indicator #1C: 80% of students (96 students) will show improvement in their antisocial behavior by the end of the program.

Of the 138 students, 65 students (47%) who previously had 2 school referrals for behavioral problems during school year 2005-2006 received no referrals while involved in the program during school year 2006-2007.

Of the 138 students, 54 students (39%) who previously had more than 2 school referrals for behavioral problems during school year 2005-2006 received no more than 1 referral while involved in the program during school year 2006-2007.

Of the 138 students, 19 students (14%) who previously had more than 2 school referrals for behavioral problems during school year 2005-2006 showed no improvement in behavior during school year 2006-2007.

Overall, 118 students (approximately 86%) who completed the program have shown improvement in their antisocial behavior.

Outcome Indicator#2: 80% of students (96 students) will complete program requirements.

This grant year, 144 youth were enrolled in the program. One hundred thirty-eight youth (96%) completed the program. Six youth (4%) were dismissed/withdrawn and did not complete the program.

c. Subgrantee Selected Performance Measure(s):

Output Indicator 10: This program implemented the following best practice models:

Mentoring twice a month

Botvin's Life Skills 3 days a week, 1 hour sessions

Outcome Indicator 4: A satisfaction survey has been developed and will be administered to each program participant at the end of the program.

127 of 138 students who completed the program participated in the satisfaction survey. Ninety-one (91) students indicated that they were "very satisfied" with the program. Thirty four (34) students indicated that they were "somewhat satisfied" with the program. Two students (2) indicated that they were "not satisfied" with the program.

Appendix I

INDIVIDUAL PARTICIPANT DATA

(only include youth who actually participated in the program)

10. The four tables below are tools to measure the impact of the program on *participating* youth. Other indicators or data from pre- and post-tests may be substituted with approval from the Children and Youth Coordinating Council staff. This information will consist of summary data for all project participants who have either completed the program or have been active for a significant period of time.

School Data

Complete this table using the information from the Work Sheet for School Data (see attachment #1). For academic performance, describe the measure used (i.e., Stanford 9 Reading and Math; Average Grade in English and Math; Overall GPA).

Describe Specific Measure(s) Used:

CRCT scores for Reading and Math for 6th graders.

Table 10A

	Mean in Year Prior (2002-2003)	Mean in Current Year (2003-2004)	# Youth Improving	Total # Youth on Worksheet
Academic Performance (specify subject/measure) CRCT Math	3.0	3.4	97	138
Academic Performance (specify subject/measure) CRCT Reading	3.1	3.9	109	138
# Days Absent	4.1	3	0	138
# Suspensions and Expulsions	37	11	26	138

Court Data for Youth Referred by the Court

Number of youth referred to program from the court. 47

Complete this table using the information from the Work Sheet for Court Data (see attachment #2) for Court Referred Participants.

Table 10B – Recidivism Data

*After entering/completing program	# Youth
Number of youth having Delinquent Referrals after entering and/or completing the program.	5
Number of youth having Status Offense Referrals after entering and/or completing the program.	2
Number of youth having Commitments after entering and/or completing the program.	1

* Programs serving juvenile offenders are asked to track participants for further adjudications in addition to referrals. These data can be included in Table 10B in parenthesis or may be attached on separate page.

Table 10C

	# Youth
Number of Youth Participating as Condition of Probation or Under Court Supervision	47
Number of Youth Successfully Completing Probation During or After Completing program	44

Court Data for Non-Offenders (i.e., Prevention Programs)

Number of non-offenders participating in program 94

Table 10D

*After entering/completing program	# Youth
Number of youth having Delinquent Referrals after entering and/or completing the program.	0
Number of youth having Status Offense Referrals after entering and/or completing the program.	2
Number of youth having Commitments after entering and/or completing the program.	0

Appendix II

COMMUNITY-WIDE DATA

11. The two tables below are tools to measure the impact of the program the larger community (i.e. entire school, city, county). Other indicators may be substituted with approval from the Children and Youth Coordinating Council staff.

School Data

Please indicate whether these data are for the school system as a whole or for targeted school(s) only.

Table 11A

Whole system

Targeted school(s) only

My County Elementary School

	Before Program (Year '2002-' '2003)	1 st Project Year (Year 2003-'2004)	2 nd Project Year (Year _____)	3 rd Project Year (Year _____)
# Students Absent 10 or More Days	200	150		
# Students Above Median in Reading	434	675		
# Students Above Median in Math	445	600		
# Students Suspended or Expelled	43	19		

County Juvenile Court Data

Table 11B

	Before Program (Year _____)	1 st Project Year (Year _____)	2 nd Project Year (Year _____)	3 rd Project Year (Year _____)
# Delinquent Referrals	NA	NA		
# Status Offense Referrals	NA	NA		
# Commitments	NA	NA		