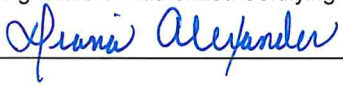


**ACF PERFORMANCE PROGRESS REPORT
ACF-OGM-PPRCoverPage**

Administration for Children and Families
U.S. Department of Health and Human Services

		Page 1	of Pages 21
1. Federal Agency and Organization Element to Which Report is Submitted <input type="text" value="The Office of Family Assistance"/>		2. Federal Grant or Other Identifying Number Assigned by Federal Agency <input type="text" value="90ZJ0037"/>	
		3a. Unique Entity Identifier (UEI) <input type="text" value="128518193"/>	
		3b. EIN <input type="text" value="956002748"/>	
4. Recipient Organization (Name and complete address including zip code) <input type="text" value="SAN BERNARDINO, COUNTY OF
150 S. Lena Road
San Bernardino, CA 92415-0515"/>		5. Recipient Identifying Number or Account Number <input type="text" value="7511P"/>	
6. Project/Grant Period Start Date: (Month, Day, Year) <input type="text" value="09/30/2020"/> End Date: (Month, Day, Year) <input type="text" value="09/29/2025"/>		7. Reporting Period End Date (Month, Day, Year) <input type="text" value="01/30/2024"/>	
		8. Final Report? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
		9. Report Frequency <input type="checkbox"/> annual <input type="checkbox"/> semi-annual <input checked="" type="checkbox"/> quarterly <input type="checkbox"/> other (If other, describe) <input type="text"/>	
10. Performance Narrative (attach performance narrative as instructed by the awarding Federal Agency) <input type="text" value="Please see the attached performance narrative."/>			
11. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.			
11a. Typed or Printed Name and Title of Authorized Certifying Official <input type="text" value="Diana Alexander,
Assistant Executive Officer, San Bernardino County"/>		11c. Telephone (area code and number) extension <input type="text" value="909-387-4261"/> <input type="text"/>	
		11d. Email Address <input type="text" value="Diana.Alexander@cao.sbcounty.gov"/>	
11b. Signature of Authorized Certifying Official 		11e. Date Report Submitted (Month, Day, Year) <input type="text" value="2.28.24"/>	
		12. Agency use only	

QUARTERLY PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT FOR RESPONSIBLE FATHERHOOD PROGRAMS

OMB Control No.: 0970-0566
Expiration Date: 4/30/2024

A-01 PERFORMANCE NARRATIVE

Please provide details that are relevant about program performance during the reporting period.

- **What were your most significant achievements?**
- **What were your most difficult challenges?**
- **How did you address any challenges, and what were the results?**

Preschool Services Department (PSD) has increased the number of enrolled fathers in the Fatherhood FIRE program. Additionally, PSD was able to expand services to a Chinese speaking father using translation services.

Several staff have been promoted or moved to new positions within the department leading to low staffing numbers. During the current period, PSD lost one Generalist and in turn hired a Program Supervisor and new Generalist for FIRE. To increase staff retention, all staff have been scheduled to attend monthly in-service trainings and the supervisor will be initiating weekly staff meetings and additional trainings. Two members of the management team attended the November economic stability training. New staff members need to be trained on nFORM. The manager has reached out for assistance and is waiting for training from nFORM. Contracted Training and Technical Assistance with Fatherhood Authority for program staff to address recruitment and retention challenges and deficiencies is scheduled to occur in March 2024.

Staff participated in over 20 separate events to recruit families for the program. Events have been ongoing from October 2023 to January 2024, focusing specifically on our target audience of Fathers with children under 5. Increased outreach and recruiting efforts have been made across all 41 Head Start campuses throughout San Bernardino County as well as at resource fairs, workshops, and other events. Interest lists have been compiled to fill spots in the upcoming Cohorts scheduled for February 2024 and March 2024. Training and Technical Assistance services have been secured in partnership with Fatherhood Authority to provide strategies for improvement in recruiting and retention of both staff and participants.

QUARTERLY PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT FOR RESPONSIBLE FATHERHOOD PROGRAMS

A-02 MAJOR ACTIVITIES & ACCOMPLISHMENTS

Describe major programmatic and operational activities and accomplishments during this reporting period in the topical areas shown below.

1. Program enrollment

Please describe your program's progress toward meeting enrollment targets.

In the space provided below, please describe:

- If you are not meeting your enrollment targets, challenges you are experiencing, and plans to address them.
- If you are exceeding your target, please describe what you think is contributing to your success -- including both program-related and contextual (i.e., non-program-related) factors.
- The degree to which you are enrolling your intended target population.

The agency continues to experience challenges in recruiting participants within the specific demographic target. Alongside difficulty retaining staff, enrolling the targeted population in the program is still the top challenge. Target plan to address: In-person recruitment, including Head Start sites, but not limited to community locations such as libraries, universities, schools with parenting programs, re-entry programs, probation offices, child support offices, coffee shops, grocery stores, Goodwill stores, bookstores, etc. We want to extend our advertising efforts by posting flyers and placing door hangers. The team is also incorporating social media to increase enrollment and participation.

In addition, staff will review nFORM Performance Measures for varying degrees of effectiveness in site logistics, enrolling clients, administering surveys, reporting participation in workshops, monitoring data collection, and tracking client progress. Partner sites have been asked to send out flyers and outreach to Preschool Services, 41 Head Start/Early Head Start locations, continues.

It has become increasingly clear that additional technological training on nFORM is necessary to support our program goals. Specifically, adopting a training practice that increases accuracy. This training will allow us to identify any discrepancies in data, as well as the standardized the system utilized for enrolling clients.

2. Program enrollment performance measures

Please review the performance measures in section B-01 of the QPR. Please provide additional information describing/explaining program enrollment and intimate partner violence or teen dating violence screening during this reporting period.

QUARTERLY PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT FOR RESPONSIBLE FATHERHOOD PROGRAMS

FIRE has been developing strategies to approach engagement for our enrollees between 2 to 4 weeks of program enrollment. During the reporting period our discussions have been aimed at improving our delivery of Case management to our enrollees. Our goal is to develop a systematic procedure in how to assess needs, present practice guidelines to trainees, and understanding more client information at intake.

A very deliberate effort is in progress to standardize how we establish our enrollment into cohorts. FIRE has had its enrollment on a rolling basis. The goal would be to establish a shared calendar with staff listing all participating cohort's meeting times and dates. In addition, we want to be able to incorporate the facilitators' input and understanding of each cohort's information retention.

F.I.R.E has

1. Set enrollment dates for the cohorts.
2. Helped further develop case management skills (education, training, self-development).
3. Analyzed factors leading to lower retention:
 - Initially, low enrollment/recruitment was due to the effects of the pandemic. Current low enrollment is attributed to lack staff for outreach and case management. Current low enrollment can be attributed to lack of resources to facilitate recruitment in a timely manner with the primary issue being insufficient staff numbers.
4. A process in development that allows the generalist to work on a case-by-case basis.

QUARTERLY PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT FOR RESPONSIBLE FATHERHOOD PROGRAMS

3. Program participation

In the space provided below, please describe:

Enrollment:

- Strategies planned or being implemented to engage program enrollees in services within two weeks of program enrollment.
- Reasons why program initiation is lower than expected or desired, if relevant. Consider program-related factors (e.g., workshop schedule) as well as non-program-related (contextual) factors (e.g., client barriers to participation). Describe your current or planned efforts to increase program initiation.
- Reasons why program initiation is higher than expected, if relevant. Consider program-related and non-program-related (contextual) factors. Identify any promising practices you think may be contributing to your success in getting enrollees to begin services.

Retention:

- Strategies planned or being implemented to ensure program enrollees complete the workshops in which they have enrolled, and that they receive as many individual service contacts as necessary.
- Reasons why program retention is lower than expected or desired, if relevant. Consider program-related factors as well as non-program-related (contextual) factors. Describe your current or planned efforts to increase program retention.
- Reasons why program retention is higher than expected, if relevant. Consider program-related and non-program-related (contextual) factors. Identify any promising practices you think may be contributing to your success in getting participants to regularly attend and complete program services.

Strategies planned or being implemented to engage program enrollees in services within 2 weeks of program enrollment:

The Fatherhood FIRE Program, while facing challenges in recruiting participants from the specific demographic target, has enhanced its outreach strategies. Despite difficulties, personalized outreach, welcome orientations, and streamlined onboarding processes are actively utilized to ensure swift participant connection within the critical 2-week timeframe.

Reasons why program initiation is lower than expected or desired, if relevant:

The program acknowledges that enrolling the targeted population remains a top challenge. External factors, such as scheduling conflicts and transportation issues, may contribute to lower-than-expected initiation. To address this, the program is exploring flexible workshop schedules and implementing targeted outreach to better understand and overcome individual barriers.

4. Program participation performance measures

Please review the performance measures in section B-02 of the QPR. Please provide additional information describing/explaining program participation during this reporting period.

QUARTERLY PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT FOR RESPONSIBLE FATHERHOOD PROGRAMS

Program enrollment and participation within the first week of enrollment increased by 20%. While enrollment increased, data shows that 80% of enrolled participants have not participated in the scheduled workshops. External factors such as difficulties with facilitator availability and participant transportation difficulties may be contributing to lowered participation.

QUARTERLY PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT FOR RESPONSIBLE FATHERHOOD PROGRAMS

5. Quality assurance and monitoring (continuous quality improvement)

Please provide a detailed description of your plans for program quality assurance and monitoring, including training and supervision. Please provide a detailed description of your CQI plan and its implementation.

Staff Training and Development:

Comprehensive initial training on the program curriculum was provided to Case Managers and Program Managers to ensure they were well-equipped to deliver program content effectively. Facilitators and Supervisors did not receive initial training during this reporting period, and efforts were made to assess the need for future training for these positions. Follow-up training was conducted for Facilitators to ensure ongoing competence and fidelity in program delivery. Additionally, training beyond the program curriculum was provided to Facilitators and Case Managers to enhance their skills and knowledge in areas relevant to their roles.

Observation and Supervision:

Experienced facilitators were observed during the reporting period to ensure the delivery of the program met established standards. Regular one-on-one meetings between staff and supervisors were conducted with varying frequencies based on the staff's role. This included additional weekly meetings for Program Managers and additional monthly meetings for Facilitators, Case Managers, and Supervisors.

Continuous Quality Improvement (CQI) Plan: The Fatherhood FIRE Grant project employs a robust continuous quality improvement plan to ensure program excellence. Ongoing training is provided for staff including Program Generalists, Case Managers, Data Administrator, and Quality Assurance/Data Management team. This training covers case management, data entry, and program guidelines. Regular supervision ensures staff's adherence to protocols and data integrity checks are conducted by the data administrator, and Quality Assurance/Data Management team. An example of this is data collection related to participant attendance and barriers to attendance. After review of data, the team has developed a plan to use both in person and virtual learning sessions at times that currently enrolled fathers are free, including an evening cohort.

6. Quality assurance and monitoring (continuous quality improvement) performance measures

Please review the performance measures in Appendix B-03 of the QPR. Please provide additional information describing/explaining your activities this reporting period to ensure program quality.

QUARTERLY PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT FOR RESPONSIBLE FATHERHOOD PROGRAMS

The Sustainability Advisory Committee played a crucial role in fostering collaboration with community partners, facilitating reciprocal referral practices, and expanding facilitator training to achieve broader community impact. Regular staff meetings, held at least monthly, served as a platform for discussions related to Continuous Quality Improvement (CQI) strategies, team building, additional training needs, and program enhancements.

Data collection and management were prioritized through the use of reliable record-keeping systems, ensuring the accuracy and confidentiality of participant information. Data integrity checks were implemented to maintain the accuracy and reliability of information collected, with a specific focus on the nFORM system.

These activities collectively contributed to the program's commitment to continuous improvement, staff development, and the delivery of high-quality services to participants. The CQI plan served as a dynamic framework for refining program strategies and ensuring alignment with established goals and standards. The CQI plan incorporated three assessments for each cohort year, providing baseline data, ongoing monitoring, and post-program evaluations to identify areas for improvement.

QUARTERLY PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT FOR RESPONSIBLE FATHERHOOD PROGRAMS

7. Equity-related activities

Please describe any activities you or your subrecipients conducted during the reporting period to address or advance equity as part of this project.

The term "equity" means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. Use additional pages if needed.

Certified Bilingual Facilitators have prepared themselves to deliver optimal services for participants who speak different languages. These services include generating a course of action to conduct intake, encourage participant engagement, and provide translations of surveys and weekly materials to participants preferred language to increase data accuracy. These Facilitators will also graciously assist and accommodate participants as needed during cohorts, case management, and administrative surveys. Another practice is being put in place to match case managers and facilitators to clients who choose a preferred language to receive services in.

San Bernardino County conducts outreach in areas populated by traditionally marginalized people including under housed individuals, undocumented county residents, and county residents receiving self sufficiency and foster youth services.

8. Other

Please describe other activities and accomplishments during the reporting period.

A recent graduate father expressed his gratitude regarding his experience in the Fatherhood FIRE program. He was instrumental in the recruitment of several other fathers into the Fatherhood FIRE Program in Los Angeles County due to their residential location. The participant took part in work force development program and found gainful employment.

Another participant in the Fatherhood FIRE Program encountered a language barrier when engaging in the cohorts. While this participant does speak English, his primary language is Chinese which led to difficulties in understanding within the cohorts. The Generalist implemented best practices to minimize confusion and help facilitate understanding of the materials to increase this participant's engagement in the session. The actions the Generalist took includes translating the materials utilizing technology, allowing the participant extra time to process the information, and providing positive feedback for the participant's engagement. This helped develop a stronger partnership with PFCE and parent engagement, helped streamline the referral process, and provided new ways to obtain feedback on what services enrollees are considering.

QUARTERLY PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT FOR RESPONSIBLE FATHERHOOD PROGRAMS

A-03 PROBLEMS

Describe challenges encountered implementing your program during the reporting period.

1. Implementation challenges performance measures

Please review the performance measures in Appendix B-04 of the QPR. For any challenge categorized as "somewhat of a problem" or "a serious problem," please describe the nature of the problem and any proposed solutions.

A significant challenge this program faces is inconsistent enrollment of our targeted population. Some factors we have identified as contributing to these setbacks have been external scheduling conflicts and transportation issues. Internal factors consist of the need to tailor our recruitment content to the targeted population's needs and preferences.

2. Staff turnover

Please describe any positions that are currently vacant and your plan to fill each vacancy.

The FIRE program lost one staff member and hired two new members in the same month. PSD is continuing ongoing recruitment for FIRE. PSD has collaborated with the Fatherhood Authority for contracted training and technical assistance targeted at program staff, explicitly addressing recruitment and retention challenges. This specialized training, slated for March 2024, aims to fortify staff capabilities in overcoming deficiencies and optimizing participant engagement strategies. PSD's current salary scale is not conducive to retaining qualified and dedicated staff, an increase in salary will help with staff retention.

QUARTERLY PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program

Grantee: San Bernardino, County of
Report Period End Date: 12/31/2023
Run Date: 2/15/2024 3:50:17 PM

QUARTERLY PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program

OMB Control No.: 0970-0566
Expiration Date: 04/30/2024

Information from the quarterly Administration for Children and Families (ACF) performance progress report (QPR) will be used by the Office of Family Assistance (OFA) to meet grants management requirements and by grantees themselves to self-monitor progress and challenges (continuous quality improvement (CQI)). QPRs are due within 30 days of the end of each 3-month reporting period, which are:

- Reporting Period 1: September 30 – December 31; Report Due: January 30
- Reporting Period 2: September 30 – June 30; Report Due: July 30

The QPR consists of the following two parts, with both qualitative and quantitative descriptions of program performance:

Part 1: SF-PPR ACF Performance Progress Report

Found at: <https://www.acf.hhs.gov/discretionary-post-award-requirements>
(Even though this is called a PPR cover page, please use it for your QPR)

Part 2: Qualitative (narrative) description of program indicators:

- A-01 Performance Narrative
- A-02 Major Activities and Accomplishments
- A-03 Problems

Part 3: Quantitative (numeric) performance measures:

- B-01 Program Enrollment
- B-02 Program Participation
- B-03 Quality Assurance and Monitoring (Continuous Quality Improvement)
- B-04 Implementation Challenges

Please address each reporting area. Once you complete the QPR packet, upload it, along with the ACF-OGM-SF-PPR Cover Page, as a Grant Note in GrantSolutions. Please contact your OFA Federal Program Specialist for additional guidance.

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to support program performance monitoring and program improvement activities for Healthy Marriage and Responsible Fatherhood programs. Public reporting burden for this collection of information is estimated to average 60 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This collection of information is required to retain a benefit (SEC. 403. [42 U.S.C. 603]). The answers you give will be kept private. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0566 and the expiration date is 04/30/2024. If you have any comments on this collection of information, please contact Hannah McInerney at nform2helpdesk@mathematica-mpr.com.

QUARTERLY PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program

Part 3: PERFORMANCE MEASURES

B-01 PROGRAM ENROLLMENT

1. Enrollment targets and actual enrollment

	Number of community individuals
Enrollment target for the grant year	144
Enrolled since the beginning of grant year through the end of reporting period	10
<i>% of grant-year target met to date</i>	6.9%

B-02 PARTICIPATION

1. Initial Participation

	Community individuals	
	#	% ^a
<u>Participated in their first workshop session series occurrence</u> during the time period shown		
<i>Within 1 week of program enrollment</i>	2	20%
<i>Between 2 and 4 weeks of program enrollment</i>	0	0%
<i>Between 1 and 2 months of program enrollment</i>	0	0%
<i>More than 2 months since program enrollment</i>	0	0%
<i>Not yet participated in a workshop session series occurrence</i>	8	80%

^a Denominator is all clients/couples enrolled during reporting period.

QUARTERLY PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program

2a. Attendance at Workshops

The table(s) in this section reports participation only for session series that are completed.

No data available for this section.

QUARTERLY PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program

2b. Primary Workshop Participation

The tables in this section report participation in all session series, both series that are completed and series that are still in progress, where attendance has been fully recorded.

Table 1: Cumulative participation in primary workshop hours through end of reporting period

Community individuals	Target hours (current grant year)	Average hours	Average %
Grant year 4— Participation in primary workshop hours for clients enrolled in grant year 4	32	2	6.3%
Grant year 3— Participation in primary workshop hours for clients enrolled in grant year 3	32	22.2	69.4%
Grant year 2— Participation in primary workshop hours for clients enrolled in grant year 2	32	18.6	58.1%
Grant year 1— Participation in primary workshop hours for clients enrolled in grant year 1	32	14	43.8%

NOTE: Table 1 includes clients/couples enrolled from start of grant year 1 through reporting period end date who have attended at least one primary workshop session.

QUARTERLY PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program

Table 2: Achievement of participation benchmarks during reporting period

Community individuals	Count of clients achieving benchmark in current grant year					Total clients (TC=sum of all GYs)	Target count of clients for benchmark (TGT)	Percent of target met (PCT=TC/TGT)
	Clients enrolled in grant year 1 (GY1)	Clients enrolled in grant year 2 (GY2)	Clients enrolled in grant year 3 (GY3)	Clients enrolled in grant year 4 (GY4)				
Benchmarks for participation in primary workshops (BP)								
Initial attendees: Attended at least one primary workshop session	0	0	1	2	3	130	2.3%	
Halfway attendees: Attended at least 50% of primary workshop hours	0	0	5	0	5	116	4.3%	
Completed clients: Attended at least 90% of primary workshop hours	0	0	3	0	3	106	2.8%	
Fully finished clients: Attended at least 100% of primary workshop hours	0	0	3	0	3	86	3.5%	

NOTE: Table 2 includes clients/couples enrolled from start of grant year 1 through reporting period end date who have achieved at least one benchmark during the selected reporting period; only clients in populations with participation benchmark targets in the selected reporting period are included. Enrollment numbers for the current grant year may be found in QPR Section B-01. For other grant years, refer to past QPRs/PPRs or the enrollment tab of the query tool.

Table 2 Columns:

Column (BP) lists the benchmarks for client participation in primary workshops for which ACF requires grantees to set annual targets and measure progress towards those targets. The grantee's current grant year targets for each benchmark are presented in column (TGT). Progress towards the targets is measured based on client participation in the grant year in both completed and ongoing workshop session series, where session attendance has been fully recorded.

Columns GY1 to GY5 include the count of clients enrolled in each grant year who achieved the respective benchmark for participation in the current grant year. Columns are only shown for the current and prior grant years. For participation among those enrolled in the current grant year, the rows are measured cumulatively such that those who attended at least 100% are included in the "attended at least one" row as well.

Column (TC) is the total count of clients who achieved each benchmark in the grant year, whether the clients were enrolled in the current or prior grant years (sum of all GY columns).

Column (TGT) is the grantee-established target for the number of clients who will achieve each participation benchmark during the grant year, regardless of when they enrolled.

Column (PCT) is the percent of the target met for each participation benchmark.

QUARTERLY PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program

B-03 QUALITY ASSURANCE AND MONITORING (CONTINUOUS QUALITY IMPROVEMENT)

1. Staff Training

1a. In the reporting period, did the following staff receive their initial training on the program curriculum(a)?	Yes	No	Do not have this position on staff
a. Facilitators	x		
b. Case managers	x		
c. Employment specialists			x
d. Supervisors	x		
e. Program managers		x	
f. Other program staff			x

1b. In the reporting period, did the following staff receive follow-up or refresher training on the program curriculum(a)?	Yes	No	Do not have this position on staff
a. Facilitators	x		
b. Case managers	x		
c. Employment specialists			x
d. Supervisors	x		
e. Program managers		x	
f. Other program staff			

1c. In the reporting period, did the following staff receive training other than on the program curriculum(a)?	Yes	No	Do not have this position on staff
a. Facilitators	x		
b. Case managers	x		
c. Employment specialists			x
d. Supervisors	x		
e. Program managers	x		
f. Other program staff			

QUARTERLY PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program

2. Frequency of direct observation

Were the following staff observed by a supervisor or another experienced facilitator in the reporting period?

	Yes	No
a. Facilitators hired in the reporting period	x	
b. Experienced facilitators	x	

3. Staff supervision

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

	At least weekly	Biweekly	Monthly	Once	Not in reporting period	Do not have this position on staff
a. Facilitators		x				
b. Case managers		x				
c. Employment specialists						x
d. Supervisors	x					
e. Program managers	x					
f. Other program staff						

QUARTERLY PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program

4. Staff meetings

In the reporting period, how often were staff meetings held (such as discussions about CQI and team-building meetings) that included the following staff?

	At least weekly	Biweekly	Monthly	Once	Not in reporting period	Do not have this position on staff
a. Facilitators	x					
b. Case managers	x					
c. Employment specialists						x
d. Supervisors	x					
e. Program managers	x					
f. Other program staff						

5. Caseloads

	Average
Average number of participants assigned to each case manager	8.5

QUARTERLY PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program

B-04 IMPLEMENTATION CHALLENGES

1. Common implementation challenges

Challenge	Not a Problem	Somewhat of a problem	A serious problem
a. Obtaining referrals from external organizations	x		
b. Recruiting participants		x	
c. Enrolling the intended target population		x	
d. Getting enrollees to start participating in services		x	
e. Getting enrollees to attend regularly		x	
f. Keeping participants engaged during sessions		x	
g. Getting enrollees to complete the program	x		
h. Recruiting qualified staff		x	
i. Maintaining staff performance		x	
j. Ensuring facilitators understand content	x		
k. Covering all program content in the time allotted	x		
l. Implementing curriculum with fidelity	x		
m. Having adequate program facilities	x		
n. Cooperation of recruitment and referral sources	x		
o. Working with service delivery partners	x		
p. Experiencing extreme weather or natural disasters	x		
q. Getting participants to complete pre-test or post-test	x		
r. Retaining staff		x	
s. Filling open staff positions		x	
t. Providing comprehensive case management services		x	
u. Providing grant-funded participation supports		x	
v. Entering and reporting data			x

QUARTERLY PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program

2. Staff hiring and turnover

	Full time staff	Part time staff
Number of staff funded by the grant during the reporting period	5	
Number of staff funded by the grant who left during the reporting period	1	
Number of staff funded by the grant who started during the reporting period	2	