

CONTRACTOR QUARTERLY REPORT

~REQUIREMENTS AND INSTRUCTIONS~

Please review the instruction below prior to completing your progress report. Staff consultation and technical assistance is available, if requested.

A. SUBMISSION REQUIREMENTS

1. E-mail (1) electronic version of the Quarterly Report to your contract monitor (see “Contract Monitor” list for contact information)

B. FORMS AND ATTACHMENTS

The following master forms and attachments are to be used in the completion of your progress reports. Please use these forms or a reasonable facsimile. Make copies as necessary.

- Coversheet
- Narrative: Scope of Work Activity Issues
- Quarterly Reporting Form: Results Based Outcomes for each Intervention
- Direct Service Activity Sheet
- Fiscal Reporting Forms:
 - Expenditure Reporting Form (Quarterly)
 - General Ledger Print Out (Quarterly)
 - Allocation Description (Annually)

NOTE: A CD containing the following forms will be provided upon request. Most forms are available for download at <http://www.first5yolo.org/resources/providers.html>

C. INSTRUCTIONS FOR COMPLETING

1. **Cover Sheet**: Complete the required information as indicated. Be sure to enter the agency name and contract number as it appears on your contract.
2. **Quarterly Reporting Form: Result Based Outcomes for each Intervention**
Results Based Outcomes assess the overall effectiveness of a program in producing positive changes or impact in a community or population. Its principal purpose is to determine whether changes have occurred over time in the areas defined in the evaluation goals and if the changes can be attributed to the program.

Report quarterly results of all performance measures for each intervention included in your contract by indicating the number of recorded results for each performance measure on your Evaluation Reporting Form:

- a. Each quarter you will be asked to enter the unduplicated results for that quarter in the “**Result (Quarterly)**” column;
- b. Enter the cumulative results of the current and previous quarters in the “**Result (Year-to-date)**” column;
- c. And any comments or explanations in the “**Comments**” column.

3. **Direct Service Activity Sheet:**

You will be asked to enter unduplicated numbers for the demographic information of children, parents/guardians/other family member, and/or service providers for each quarter in the blue sections of the report.

Total number of service contacts for all participants (*new and existing*) will be reported for each quarter in the yellow section.

These reports are for quarterly data only. Our database will calculate the total for the year.

4. **Fiscal Reporting Forms:** (See “[Fiscal Reporting Requirements](#)” for details)

- a. **Expenditure Reporting Form** - When completing the “Expenditure Reporting Form” please fill in the blue areas provided in your report (file on CD). The totals will calculate automatically. Please record the payroll expense for each position paid for by Commission funding separately and the benefits for all positions combined.
- b. **GL Report** – Please submit a report generated from your general ledger accounting software, showing transaction detail that ties the amounts reported on the “Expenditure Reporting Form”. These reports are due quarterly.
- c. **Allocation Description** - Most agencies will have shared costs for budget items such as rent, utilities, telephone, etc. Please provide the Commission with a description of the allocation method used by your agency to distribute shared costs expenditures. This report is due with your 1st quarter reports.

5. **Narrative: Challenges and Barriers, Strategies, Successes, New Developments and TA Needs during this Report Period.**

Please use this section of your quarterly report to give highlights of your programs accomplishments during the quarter and to report any unforeseen challenges you may be experiencing while implementing your scope of work. Use the narrative to provide qualitative accounts of your program.

I. **Scope of Work Activities**

- i. **Challenges and Barriers**
Discuss any challenges and barriers your project encountered in completing specific objectives of the Scope of Work during the report period.

- ii. **Strategies to Overcome Challenges and Barriers**
Discuss any strategies developed or used to overcome the above challenges and barriers. If solutions are not evident, discuss why this is the case. If a specific solution is evident, but for some reason unattainable, indicate this also.
- iii. **Successes**
Discuss any Scope of Work successes related to your objectives and/or your specific project.

II. Evaluation Issues

Discuss any difficulties or issues with evaluating interventions or any other evaluation challenges/successes (e.g., difficulties with the forms, consolidating data, running reports, etc.).

III. Major Programmatic Changes and Developments

Discuss any major programmatic changes and developments (e.g., loss of staff, change in program strategies, decrease in staff hours, timeline changes, etc.).

IV. Technical Assistance Needs

Discuss any Technical Assistance that you need from your contract monitor to assist you in overcoming any challenges, barriers or issues.

- b. See section “Forms” for an example of the format to be used to describe Challenges, Barriers, Strategies, etc.

6. Additional Attachments

Provide a list of your supplemental attachments included with your quarterly report.

Supplemental attachments may include:

- Copies of articles written about your agency or program in any media venue.
- Items developed by your agency with Commission funds or with other grants or funding streams that compliment the services or programs reported in this quarterly report (e.g., business plan, sustainability plan, architectural plans, curriculum, etc.).

First 5 Yolo

SUBCONTRACTOR QUARTERLY REPORT

Narrative: Challenges and Barriers, Strategies, Successes, New Developments and TA Needs during this Report Period.

Agency Name: _____ Program Name: _____

Reporting Period: July 1, 2009 to September 30, 2010

Scope of Work Activities:

I. Programmatic Issues

A. Challenges and Barriers

1. Building Up Private Licensed Providers in the Region {Intervention 1, Measure 2}: RISE conducts a continuous outreach effort to interest suitable child care providers in family licensing and care as a professional opportunity; interested persons are then hand-carried and link to the City of Davis. It has been the local history for over 25 years that there are an inadequate number of licensed care providers in our Region. The reasons for this vary: 1. Rural families connect in more unstructured ways – “..you know who you know and that’s who you are comfortable with..” Families are linking for care without respect to the licensing criteria – they still feel they know more about the person from “asking around” than by any “credentialing” process. And, 2. Homes are rurally distributed – rurally positioned family homes are suitable for licensing but not convenient for potential clients. And, 3. The After School Program in Esparto is large and very affordable – leaving only infants and pre-schoolers as potential clients. Although the performance on this measure is satisfactory, the problem is not being satisfactorily resolved in the Region and RISE is still concerned about this issue.
2. Over-enrollment. {Intervention 2, Measure 1}: As noted in the *RESULTS* reporting, the number of participating children in the children’s pre-Kinder readiness program is exceeding planned estimates. The program is filling a definite gap in community early learner resources! As many as 28-36 children are attending daily, and activities are occurring in space licensed for 24 children.

B. Strategies to Overcome Challenges and Barriers

1. RE: Building Up Private Licensed Providers in the Region {Intervention 1, Measure 2}: RISE continues its commitment to be a local outreach arm to recruit and encourage child care providers to get licensed and to be responsible business persons, linked and connected to child development training, continuing child care resource enhancement, and licensure.
2. RE: Over-enrollment. {Intervention 2, Measure 1}: RISE is breaking children into small groups, patterning activities for these groups in rotating sequences. RISE has also recruited staff from the Children’s Wellness Project (ADMH, Mental Services Act pilot program) to work separately with mothers of smaller children. This group spins off to the Social Hall, freeing an additional teacher and relieving pressure in the classroom. Two other expected events will relieve the pressure: (1) Summer is coming, and many monolingual mothers find temporary seasonal work. Their

children are often eligible for the “Migrant Camp Pre-School” in Madison. This is a good solution because it continues summer learning while reducing overcrowding in the RISE Program. And, (2) the Summer PlayTime program is recreation based and allows for significant outdoor play with learning activities focused primarily on the Kinder-bound child.

C. Successes

- a. RISE is proud of its performance on delivery of services in line with the contractual *Scope of Work*. RISE has also revamped its offices and is providing a better service environment for working with parents, offering local counseling and MediCal eligibility services, and making available a “play area” for children 0-5 while parents are working with staff.
- b. The funding and program enhancements made possible by FIRST 5 Yolo have benefited the community by providing an infrastructure that has been successful in leveraging other programs/funds. In particular, the Dept. of Alcohol, Drug and Mental Health has awarded a pilot program for mental wellness in children to RISE. The program provides 3-year funding to work on mental and emotional health issues affecting families. This is a boost to the efforts of the FIRST 5 mission.

II. Evaluation Issues

- A. None yet. All the performance measures are progressing satisfactorily or exemplarily at this time.

III. Major Programmatic Changes and Developments

- A. None. RISE is implementing according to the negotiated and planned *Scope of Work*. This program is very effective meeting a gap need in this Region. We are also working hard to fold in the FIRST 5 *Special Projects* and the *Greater Capay Valley Children’s Mental Wellness Program*, adding to the overall impact of FIRST 5 funding in our Region.

IV. Technical Assistance Needs

- A. RISE staff continued their staff development by attending the following special conferences / trainings focused on Early Childhood Education:
 - ◆ “What the Babies Learn & How They Develop” – Saturday February 10th at YCOE, Woodland
 - ◆ “Understanding Behavior from the Outside →In” – March 3, 2007, Davis.
 - ◆ “Different is Normal – Valuing Diversity in Children” – March 17, 2007, Davis
- B. RISE is continuing its childcare collaboration and enhancement projects through the following activities:
 - ◆ Hosting the City of Davis at various local parent meetings and blending City of Davis staff into parent training efforts that are integrated with the Early Learner programs.



EXAMPLE

First 5 Yolo

SUBCONTRACTOR QUARTERLY REPORT

Narrative: Challenges and Barriers, Strategies, Successes, New Developments and TA Needs during this Report Period as it pertains to the SOW.

Agency Name: _____ **Program Name:** _____

Reporting Period: July 1, 2009 to September 30, 2010

Scope of Work Activities:

I. Programmatic Issues

A. Challenges and Barriers

1. Although we originally planned on hiring three foster parent peer mentors, we have only hired two individuals to complete the tasks that we outlined, so we have requested a budget change regarding this issue (see performance measure 1.2).
2. Due to some hold ups through our partnering agencies, we have not yet been able to produce a public service announcement via TV or Radio, but we are still working on it. (see performance measure 1.11)

B. Strategies to Overcome Challenges and Barriers

1. We have used our foster parent peer mentors as planned, to attend our pre-service classes as an experienced voice for prospective and newly licensed foster parents, had them attend the parent/child interactive classes with prospective foster parents, and acted as a resource and positive influence as they've helped at recruitment events and booths. In addition to these hired mentors, several of our licensed foster parents have volunteered their time and experience to assist us in this area, so we feel we have met our goals with only two parent mentors (see performance measure 1.2)
2. Although the PSA hasn't aired yet, we have made a new connection with one of our newly licensed foster parents who is working on making this happen, so it is in progress!(see performance measure 1.11)

C. Successes

1. We have ordered four promotional banners (two 2x4 and two 3x6), tables and chairs, a tablecloth, pens, convention bags for recruitment purposes. Most of these items have already gone to print, and others are in the process of approval so we should soon have them in our hands to use for our many upcoming recruitment events (see performance measure 1.4 and supplemental attachments)
2. Walmart Superstore Customer Service Manager of West Sacramento met with program director Cherie Schroeder and a licensed foster parent to discuss

posting of foster care recruitment information (see performance measure 1.6, 1.10, and 1.14 and supplemental attachment)

3. We have been granted approval to distribute our recruitment flier to all elementary school children in the Davis Joint Unified School District. These will be distributed as soon as we receive our print order for over 4000 fliers (see performance measures 1.7 and supplemental attachments)
4. We posted notice of our May Foster Parent Pre-Service classes and May as Foster Parent Appreciation Month in the West Sacramento Chamber Community Events Listing, Umpqua Bank Community Event News, the Davis Parent Teacher Association Newsletter, and the Davis Joint Unified School District Newsletter (see performance measure 1.7, 1.10, and 1.14 and supplemental attachments)
5. An article regarding the FKCE update, our First 5 partnership and recruitment was published in the Woodland Community College Newsletter (see performance measure 1.7, 1.10 and supplemental attachments)
6. A Press Release was sent to 5 different Yolo County newspapers regarding May as Foster Parent Appreciation Month and our May Pre- Service classes for publication at the end of April. We are also planning on partnering with the Daily Democrat Woodland paper to insert 10,000 of our recruitment fliers with foster family paragraphs on the back to be sent out with their regular circulation of newspapers (see performance measure 1.10, 1.11, 1.13 and supplemental attachments).
7. We have submitted “upcoming FKCE Class descriptions” for advertisement for March, April and May to the Sacramento Parent Magazine (see performance measure 1.11 and supplemental attachments)
8. First Northern Bank has agreed to print off our recruitment fliers and other recruitment media for distribution and display at all the Yolo County First Northern Bank locations (see performance measure 1.12 and 1.14 and supplemental attachments)
9. A small article and recruitment page was featured in the January *SmallTalk*, a local free quarterly newsletter with articles on parenting issues, community events, and other helpful resources (See performance measure 1.10, 1.11, 1.14 and supplemental attachments).
10. An “Introduction to Foster Care & Adoption in Yolo County” class was held at the First 5 Yolo Children & Families Commission office on March 25th (See performance measure 1.9, 1.12, and 1.14)

11. Several speaking engagements have been scheduled for the months of April and May in local service organizations, Parent Teacher Organizations at schools, community events, churches and professional organizations. To be explained and reported on in the next Quarterly report (see performance measures 1.8, 1.9, 1.10, 1.12, 1.13, and 1.14)

III. **Evaluation Issues**

- A. We are having trouble collecting Intervention #4 performance measures data. Need to modify pre-post test to include # of minutes parents read to their children.

IV. **Major Programmatic Changes and Developments**

- A. One position was eliminated due to budget cuts. The remaining parenting instructor will take on the additional workload, but project timelines and outcomes may need to be revised for Quarters 3 & 4.

V. **Technical Assistance Needs**

- A. Assistance with revising timelines to reflect postponement/delay of some objectives due to staffing loss.
- B. Assistance with revising pre-post test to incorporate reading data.