

Prop 47, Cohort 4 Quarterly Reporting FAQs

1. Where can I get a copy of the Data Reporting Guide?

Copies of the Data Reporting Guide can be found on the Prop 47 Resource Dashboard

<https://app.smartsheet.com/b/publish?EQBCT=833f8a3d8ac9493aa899d62d67098669>

2. What is the link to the Form I need to complete for the Quarterly Narrative Report?

<https://app.smartsheet.com/b/form/28c99e8985b84494899ea05a3a18dee5>

3. Where can I find the due dates for the Quarterly Progress Reports?

Due dates for the Quarterly Progress Reports are located on page 2 of your Grant Agreement.

4. I forgot our Grantee ID code that we use as the first two letters of the Participant ID. How can I get that again?

It is located in row 1 of the Data Dictionary tab in your de-identified participant Excel file located in the Microsoft OneDrive.

5. What is the maximum number of characters allowed in the Narrative Response form?

The limit is 5000 characters per response.

6. Can more than one person enter data?

Yes, multiple individuals can enter data.

7. We haven't yet determined our definition of "successful completion" for our participants. Should I hold off submitting the Quarterly Narrative Report until we figure it out?

No, please submit the Quarterly Narrative Report by the due date. If you have not yet determined your definition for "successful completion", just put "To be determined" in the text box. You can provide the definition in the next quarterly report.

8. Who submits the quarterly report?

This is a decision made at the local level.

9. Should we only provide information for clinicians or staff paid under Prop. 47, and not those who are on the project but not funded directly by Prop. 47?

When you have a project with multiple funding streams, the BSCC understands it can be challenging to delineate everything. It's recommended to describe the program broadly, assuming all the funds are being used for the same purpose.

10. What should be done if a program is not engaging in outreach activities?

If no outreach activities are being conducted, then the outreach number should be recorded as 0.

11. Can individuals who are referred to the program but choose not to engage be counted as outreach?

Yes, individuals referred to the program but who do not engage should still be counted as outreach. This is part of the outreach and engagement component, as these are pre-enrollment activities.

12. If a project is not yet providing services, should a Q1 report still be submitted?

Yes, the Q1 Narrative Response portion of the QPR should still be submitted even if services haven't started. However, the de-identified participant data file is not required until you start providing services.

13. If we are not yet under contract when the first QPR is due, will we still be responsible for submitting the QPR for Q1?

Yes, according to the grant agreement every QPR is a required deliverable. You may choose to submit it by the due date even if your contract is not finalized, or you can submit it once your contract is finalized.

14. How can grantees prepare for future data collection if they haven't started serving participants?

Grantees should familiarize themselves with the required data elements and ensure they are incorporated into their data collection tools to align with grant reporting requirements.

15. What should be done if participants meet two different status categories in the same quarter, such as moving from enrolled to exited?

The status should reflect what the participant's status is on the last day of the reporting period.

16. Should the project maintain a master list of all participants served throughout the project, or only those actively served in the current quarter?

The de-identified participant data file is a master list of all participants served throughout the project and update quarterly to reflect any change in status or services received. If their status has changed to "Completed", you must also update the number of days enrolled, and housing and employment status at completion.

17. Do participants remain on the list even after they exit or complete the program?

Yes, once participants are on the list, they remain on it permanently.

18. How should arrests that lead participants into the program but are not entered into the official record be handled?

If a participant has contact with law enforcement that likely would have led to an arrest but instead resulted in them being directed to your program, for the purposes of reporting prior justice involvement to the BSCC, put “yes” in the Prior Arrests column.

19. Does any sort of arrest or potential arrest leading a participant into the program count as prior justice involvement?

Yes.

20. If we've screened someone for services and find them ineligible, do we still include them on the spreadsheet since they made contact with the program?

No, participants listed in the data file should only include participants who receive services. Screening a participant to determine eligibility should be reported in the narrative responses under Outreach, Engagement, and Assessment activities.

21. Would a one-time intervention be considered enrollment, or is it different?

One-time interventions and enrollments are distinct statuses. A one-time intervention is when a participant receives services a single time, such as if staff are providing mental health crisis intervention services. A participant is considered enrolled if the plan is to provide them with services over an extended period of time.

22. Is the participant data form submitted every quarter and updated with the current clients' information and any additional clients?

Yes, the form is submitted every quarter and updated with the current clients' information, their status, services provided, and any new participants. It serves as a living document that evolves over the course of the grant.

23. Can we get a matrix of who may receive services and assistance with food during outreach, given that some of these are used to build rapport?

Yes, food can be used during outreach, but it should not be reported in the participant data file if they are not enrolled participants but should be reported on the QPR Narrative Response under Outreach, Engagement, and Assessment activities. If planning on using Prop 47 grant funds to purchase food, prior approval from the Field Representative must be obtained prior to purchase. The form to obtain approval is available on Prop 47 website: https://www.bscc.ca.gov/s_bsccprop47/

24. Do we need a separate definition of program completion for each component of our program?

No, the definition of program completion should focus on the primary aspects of the program. For example, if all participants complete a 12-week SUD outpatient

program, and other support services are available and provided based on the needs of the participant (e.g., housing, employment services, transportation, etc.), the definition of program completion should focus on the 12-week SUD outpatient program.

25. Is a definition of program completion required for participants receiving one-time intervention services?

No, the definition of program completion should be specific to aspects of the program where participants receive services over time, not when they only receive services at a single point in time.