Quarterly Progress Report: Frequently Asked Questions (FAQs)

General QPR Questions

What should I do if one or more of the QPR sections is not relevant to my project (e.g., Section F: Distribution of DNA Kits…; Section J: Use of Drones/Technology)?

If one or more of the lettered sections of the QPR document asks about something that is not relevant to your project at all (for example, the section is about using & distributing drones, but you will not be using/distributing drones as part of your project), you can put "N/A" in the text boxes and data tables for that section. For our purposes, N/A stands for "not applicable." If you write "N/A" anywhere in the QPR, it means that this item, section, or activity is not, and will never be relevant to your project goals, objectives, or outcome measures throughout the duration of the grant cycle.

We reported a participant's outcome(s) in a previous quarter because we/they determined that they were no longer in need of grant funded services OR they stopped seeking grant funded services. The participant has since returned and is receiving/has received additional grant-funded services (in a new/separate quarter). How do we report this data to show that the person is receiving additional services AND/OR they have additional outcomes in this and future quarters?

For reporting purposes throughout and at the end of the grant cycle, it is very important to ensure that we do not inflate or over-report participant outcome data by reporting participants' outcomes more than once in the grant cycle. However, it is also important to capture new and/or different outcomes for participants who return unexpectedly and receive other types of services in future quarters and/or experience different positive outcomes as a result of receiving additional grant-funded services.

Therefore, if a participant(s) whose outcomes were reported in __Section H of a previous QPR__ was to unexpectedly return for additional services during a new/separate reporting period, you should include this/these participant(s) data in __Section H: Subsection – "Services Provided to Participants During the Reporting Period" #6, #7, and #8__ for the current reporting period. This will allow these "returning participants" to be counted as "receiving services" during the current reporting period without incorrectly marking them as "New Participants."

Please see the next question for clarification on the definition of "returning participant" for the purposes of this grant.

What is the difference between a "returning participant" and a "re-enrollment?"

__Returning Participant:__ A participant who meets both of the following criteria:

1) Was previously enrolled in your program, participated in in grant-funded activities and/or received services, and whose "Outcome data" was reported in a QPR for a past/previous reporting period.

AND

2) Returns to receive one-time, a-la-carte" services or participate in individual activities/events after their "Outcome data" has already been reported.

<u>Re-enrollment:</u> A participant who

1) Was previously enrolled in your program, participated in in grant-funded activities and/or received services, and had whose "Outcome data" was reported in a QPR for past/previous reporting period.

AND

2) Returns to receive comprehensive services (beyond just one-time services and beyond attending individual activities/events), usually for a completely different reason from their first enrollment and/or receiving completely different types of services/supports from the prior enrollment

**Re-enrollments, if they occur, should NOT be common occurrences. More often, participants who attend events/activities or seek additional services/supports after their outcomes have been reported will be considered "returning" rather than "re-enrolled."

Please note: If you believe that a returning participant would be considered a <mark>"re-</mark> enrollment" in your program, **please contact MMIP Research staff via email for guidance on how to enter those participants' data in the QPR.

 A parallel example of the difference between the two scenarios above:

1. <u>Returning for services</u>: This is comparable to a situation in which an individual graduated from college 6 months ago but has decided to enroll in a single, 2-credit college course in preparation for applying to medical school.
2. <u>Re-enrollment</u>: An individual graduated from college 6 months ago and they are now re-enrolling at their prior school full-time to pursue a master's degree.

*When in doubt, you can always reach out to us for clarification! *

When should I use "zero" (0) in the QPR document?

<u>Using Zero (0)</u>: If you do not yet have any numerical data to report, but the section, question, or table IS NOW or <mark>IS EXPECTED TO BE PART</mark> to your project goals/objectives

activities, you should enter 0. Then, when asked for a description, provide a brief description about why there is not yet any data to report. The description does not need to be long; even one explanatory sentence will suffice.

Example: DNA kit distribution is part of your approved project plan and is mentioned in Goal 2. No DNA kits have been distributed this quarter because the staff member responsible for running this process has not yet been hired. You would report "0" for quantity of DNA kits distributed and explain why under "Description," with the following statement: "No DNA kits have been distributed this quarter because the staff member responsible for running this process has not yet been hired."

When should I use "N/A" in the QPR document?

Only put N/A (not applicable) if a section, question, activity, or table cell DOES NOT and NEVER WILL apply to your project's current or future goals, objectives, and activities throughout the entire duration of the grant cycle

Example: If your project does not and will not ever involve distributing DNA kits, then you would put "N/A" for all questions and table cells in the DNA Kit section. You would not leave the section blank, because Research staff may think you missed or forgot to complete that section of the QPR.

What should I do if we need to make a change to one of the goals and/or objectives for our project (i.e., changing them, adding a new one, or removing an existing one), and we want this change to be reflected in the QPR document?

Before making a major change to project goals and/or objectives (any change that would change the meaning of the goal or objective), reach out to the MMIP Field Representative (Eddie Escobar: Eddie.Escobar@bscc.ca.gov). The Field Representative must review and approve the change before it can be incorporated into your QPR or any other documents required by the grant.

SECTION B: Inputs and Implementation

If I selected "Not Started" as the status of one or more project implementation activities, can I leave the description blank?

Even if you have not started implementing one or more project activities, we expect you to use the "Description" text box below the status to provide some brief context as to why no progress has been made yet. For example, this could be a description of any challenges or barriers that have prevented progress or an explanation stating that starting this activity is dependent upon completion of another activity.

SECTION D: Outreach and Awareness Campaigns

When should checkboxes be marked?

Do not mark checkboxes when reporting zero (0) or "N/A" for all items in table D.1. **Marked checkboxes indicate that an activity(ies) relevant to that section occurred one or more times during the reporting period.** *These guidelines apply to all other sections of the QPR with numbered questions or prompts followed by options with checkboxes such as the example below from Section E:*

3. **Conference/GONA Content.** Select the category or categories that best describe the content of the conference.
   ☐ Domestic violence prevention education
   ☐ Human trafficking prevention education
   ☐ MMIP prevention education
   ☐ Other, please describe: describe here.

The "Other" category is intended as a catch-all category for any unlisted categories that occurred during the reporting period. Please do not use/check the "Other" category when no activities occurred during the reporting period.

SECTION E: Education, Training, and Prevention Activities

CONFERENCE/GONA ATTENDANCE

If our project activities include or will include hosting Gathering of Native Americans (GONAs), should we complete this subsection of Section E?

The "CONFERENCE/GONA ATTENDANCE" subsection is intended for reporting when a grantee's tribal members/staff **attend GONAs hosted by an outside entity.**

If you hosted or will host GONAs as part of your grant-funded project activities, <u>do not report those data in this section.</u> Data related to GONAs hosted by a grantee as part of grant-funded activities should be reported in the next subsection of Section E: "EDUCATION, TRAINING, AND PREVENTION ACTIVITIES IMPLEMENTED."

SECTION F: Distribution of DNA Kits

When should checkboxes be marked?

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   - ☐ Domestic violence prevention education
   - ☐ Human trafficking prevention education
   - ☐ MMIP prevention education
   - ☐ Other, please describe: describe here.

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SECTION I: Investigations of New or Pre-existing MMIP Cases

Where do we report data on investigations into Human Trafficking Cases?

The research team is currently working to determine the best place in the QPR for reporting data pertaining to the investigation of human trafficking cases.

**For now, if you have data pertaining to providing grant-funded services to an Indigenous person or persons who are/were victim(s) and/or survivor(s) of human trafficking, you can report their data in Section H: Support Services.

*If you have data pertaining to the investigation(s) of human trafficking case(s), please reach out to BSCC research staff via email for guidance on the best place to include those data.

SECTION L: Additional Narrative

What information should go in this section?

If there is any information relevant to the current reporting period that you want to report that was not included in any of the prior QPR sections, then you can put that information here.

You are not required to put anything in this section – it is here to capture any additional project information that was not provided above.