Quarterly Progress Report: Frequently Asked Questions (FAQs) (MMIP Cohort 3)

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." <u>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.</u>

After you submit the first QPR (for Q1-Q2), the BSCC Research Team will crosscheck the lettered sections of your QPR with the goals, objectives, activities, and services detailed in your Project Work Plan and initial Project Proposal. The Research Team will then create a tailored QPR Template that only includes the sections relevant to your project. Once this process is complete (by Q3 or Q4 at the latest), the Research Team will send each grantee their tailored QPR template to keep for their records and use for all future QPR submissions.

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?

As a general rule, once a participant has been officially "enrolled" in comprehensive program services (meaning that you have their demographic information on file and are able to track their progress through your system's records), do not report their' "outcomes" until there is reason to believe that they have "exited" or "graduated" from the program and will no longer be receiving or seeking grant-funded services for the remainder of the grant cycle.

For reporting purposes throughout and at the end of the grant cycle, <u>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.</u> 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 D 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 D: 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 grant-funded activities and/or received services, and whose "Outcome data" was reported in a QPR for a past/previous reporting period.*

AND

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

Re-enrollment: *A participant who*

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 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 "re-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.

If, after meeting with BSCC Research staff, it is determined that a participant would be considered a "re-enrollment," make sure to state the existence of the re-enrolled participant in the appropriate "Additional Narrative" section and provide any necessary details.

*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 IS EXPECTED TO BE PART 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.

Please Note: By Quarter 3 or 4 at the latest, the BSCC Research Team should have provided your team with a tailored QPR Template that only contains the sections relevant to your project. When filling out your project's tailored QPR Template, none of the sections should be entirely filled out with "N/A" (unless you have had a budget/project modification approved by the MMIP Field Representative that renders a previously relevant section irrelevant).

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 (i.e., any change that would change the meaning of a goal/objective or indicates alterations to project activities not reflected in the grant proposal for which funding was awarded), 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 E: Education, Training, and Prevention Activities

If our project activities include or will include 1) *hosting* a Gathering of Native Americans (GONA) or conference related to MMIP and/or 2) *attending* a GONA or, where in Section E do we report this information?

1) *If your project team **hosted** a GONA or conference related to MMIP as part of your grant-funded project activities, report each hosted GONA and/or conference as a separate "Activity/Event" in **Section E**.*

2) *If members of your project team **attended** a GONA or conference related to MMIP as part of your grant-funded project activities, **do not report this information in E.1**. Rather, **use E.9: Additional Information** to report each of the name(s) of the GONA(s) and/or conference(s) attended, a brief description of the topic(s) covered, as well as the number of project staff who attended.*

SECTION G: Cooperation and Communication on Jurisdictional Issues

When should checkboxes be marked?

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

7. **Attendees by Agency Affiliation.** For the attendees, select their agency affiliation using the categories identified below. Select all that apply.

☐ County superior court   ☐ Private investigators   ☐ Tribal court
☐ Federal law enforcement   ☐ State law enforcement   ☐ Unknown/Did not collect
☐ Local community   ☐ Tribal community   ☐ Other, please describe:
☐ Local law enforcement   ☐ Tribal law enforcement   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 I: Investigations of New or Pre-existing MMIP Cases

** It is extremely important to review and refer to the **MMIP Cohort 3 Data Reporting Guide** when completing Section I of the QPR. Several of the terms that appear in Section I may seem self-explanatory; however, many of these terms have specific, nuanced meanings in the context of this grant and this specific cohort (Cohort 3). Not all terms are defined in this document, so always refer back to the **Data Reporting Guide** for additional details.*

First QPR Submission: Data reporting for Quarters 1 & 2 ONLY:

How do we report missing/murdered/trafficking cases in the very first QPR, which combines data for Quarter 1 and Quarter 2?

*The very first QPR reflects data for Quarter 1 **and** Quarter 2 of the grant service period. When completing the first QPR, it is important to remember the following guidelines:*

1) *Every case investigation being funded by the Cohort 3 MMIP grant (even if only in part) must be "introduced" into the QPR data as an "opened" or "reopened" case so that the BSCC Research team can track the total number of case investigations over the course of the grant period.*

   *Regardless of whether a case is "New" (i.e., the case was first reported/opened AFTER the start of the MMIP Cohort 3 grant's service period) or "Pre-existing" (the case was first reported/opened/reopened BEFORE the start of the MMIP Cohort 3 grant's service period), **each case investigation reported in the Q1/Q2 QPR must be reported in the "Quantity" column for one of the following rows:***

   - *Missing Cases Table:*

      o *1.a (for new missing cases)*

      o *1.e (for pre-existing missing cases)*

   - *Murder Cases Table:*

- o **5.a** *(for new murder cases)*

- o **5.e** *(for pre-existing murder cases)*

2) *For BSCC's data processing and analysis purposes, please* **treat Quarter 1 and Quarter 2 as one combined reporting period**. *Here are two examples of possible reporting patterns for the Q1/Q2 QPR's case investigation data:*

    - **Murder case A** *was newly "opened" in* **Q1** *and remained active and unresolved by the end of* **Q2**. *As of the end of Q2, both Tribal and Local law enforcement are involved in the investigation of* **Murder case A.**

        o *Murder case A should be reported on row* **5.a** *AND row* **5.b**.

        o *Since murder case A is being reported on row* **5.b** *as an active case, murder case A must also be reported on row* **5.i** *(with any other active murder cases).*

        o *Murder case A would also be carried over to the QPR for* **Q3**, *where it would be reported on rows* **5.b** *and* **5.i** *(if the case were still active at the end of Q3)* **OR** *on row* **5.c** *(if the case were closed/resolved before the end of Q3).*

        o *In* **Table I.6: Investigation Agency/Entity**, *report a* **"1"** *in the "Active Murder Cases" column next to* **Local Law Enforcement**, *and another* **"1"** *in the "Active Murder Cases" column next to* **Tribal Law Enforcement**. *(Only use "1" if there are no other cases being investigated by that Agency/Entity Type.)*

        o *Provide a brief, de-identified description of murder case A in response to question* **I.7**. *If the case is still active by the end of* **Quarter 3**, *provide a brief update on the status of the investigation in response to question* **I.7** *in the QPR for* **Q3.**

    - **Missing case B**, *a "pre-existing" cold case, was opened/reported BEFORE the start of the grant service period. At the start of* **Q2** *of the grant period,* **missing case B** *was "reopened" and investigated using funding from the MMIP grant. As a result of these investigative efforts,* **missing case B** *was resolved and closed before the end of Q2.*

        o *Missing case B should be reported on row* **1.e** *AND row* **1.g.**

        o *Missing case B should also be reported on row* **1.h** *because it was reopened (i.e., functionally "introduced") into the MMIP grant's data AND closed/resolved* **within the same reporting period** *(Q1/2).*

        o *Because missing case B has been resolved/closed, it will not carry over to the QPR for the next reporting period (Q3).*

- Provide a brief, _de-identified description_ of murder case A in response to _question I.7_. - **AND** provide a brief, _de-identified description of the resolution for murder case A_ (or the lack of resolution if the case was closed due to inactivity/lack of leads/all avenues pursued) in response to _question I.8_.

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

If a human trafficking case investigation is also a missing persons case or a murder case, first report that case investigation's data in either table **I.1** (for missing cases) or table **I.5** (for murder cases), respectively.

Case investigation data pertaining to human trafficking cases should also be reported in Section I: Table 9 - Investigations into Human Trafficking of Indigenous People Cases (**9.a-d**).

- **_Missing case that is also a trafficking case:_** _If a missing case is reported as resolved/closed and was also considered a human trafficking case, report those data in row **9.a**, but only do so in the QPR that corresponds to the reporting period during which the case was resolved/closed._

- **_Murder case that is also a trafficking case:_** _If a murder case is reported as resolved/closed and was also considered a human trafficking case, report those data in row **9.b**, but only do so in the QPR that corresponds to the reporting period during which the case was resolved/closed._

- **_Human trafficking case that is NOT a missing or murder case:_** _If you need to report data pertaining to human trafficking cases of non-missing, living victims/survivors, such that the case(s) and/or investigation(s) cannot be reported as a missing case (Table I.1) or a murder case (Table I.5), those data should be reported in Section I: Table 9, on row **9.c** and/or row **9.d**)._

For each human trafficking case/investigation reported in **Table I.9**, make sure to include a brief, de-identified description of the case/investigation in response to question **I.11** and/or **I.12** (as applicable). If any of these cases are also reported in **Table I.1** or **Table I.5** as missing or murder cases, please speak to this connection when responding to question **I.11** and/or **I.12.**

*If you have data pertaining to the investigation(s) of human trafficking case(s) and are unsure of how to report those case data within Section I: Table 9, please reach out to BSCC research staff via email for guidance.

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 or explicitly requested above.