

**California Violence Intervention and Prevention (CaVIP) Grant
Cohort 5
Quarterly Progress Report Template**

This template is for **preparatory use only**. Do not submit this document as your Quarterly Progress Report; it will **not** be accepted in lieu of the online reporting form.

Section 1 – Grantee Information

Grantee:
Responder Name:
Responder Role:
Responder Phone:
Responder Email:
Reporting Period:

Section 2 – Enrollment Quarterly Totals

Enrollments: Indicate whether your project enrolls participants. If your project **does** enroll participants – Report the total number of **unique** people who, during the current reporting period, were newly enrolled to receive support services through the grant-funded project.

1. Does your project enroll participants?	
2. (if yes to 1) Total UNIQUE enrollments – Indicate the number of individuals who formally enrolled in your project for the FIRST TIME during the current reporting period.	
3. How many individuals did your project <u>informally contact</u> during the current reporting period? Report the number of individuals your project informally contacted during the current reporting period.	

A participant is **informally contacted** when they have brief or one-time interactions with the project that do not involve completing the intake process. This may include outreach, community events, check-ins, sharing information, or providing quick support without formally enrolling them in services.

2.1 – Demographics at Enrollment

Age	First-Time Enrollments
Under 12-years of age	
13-17 years	
18-24 years	
25-34 years	
35-44 years	
45 or more years	
Unknown	

Gender Identity	First-Time Enrollments
Woman/Female	
Man/Male	
Transgender Woman/Female	
Transgender Man/Male	
Two-Spirit	
Genderqueer	
Non-Binary	
Agender	
Gender Fluid/Diverse	
Questioning/Unsure	
Unknown	
Use another term (specify)	

Race/Ethnicity	First-Time Enrollments
American Indian/Alaska Native	
Asian Groups:	
Chinese	
Japanese	
Filipino	
Korean	
Vietnamese	
Asian Indian	
Laotian	
Cambodian	
Other Asian Group Race/Ethnicity	
Black/African American	
Hispanic, Latino, or Spanish	
Middle Eastern/North African	
Native Hawaiian/Pacific Islander Groups:	
Native Hawaiian	
Guamanian	
Samoan	
Other Native Hawaiian/Pacific Islander Group Race	
White	
Declined to State Race/Unknown	
Multi-ethnic origin, ethnicity, or race	
Other identified ethnic origin, ethnicity, or race	

Education Status	First-Time Enrollments
Enrolled in Elementary school	
Enrolled in middle school	
Enrolled in high school	
Enrolled in training program	
Enrolled in a 2- or 4-year college	
Some middle school	
Some high school	
High school diploma or GED	
Some college or vocational training	
Associate degree	
Bachelor's degree or higher	
Decline to state	
Unknown education status	
Other	

Education Status	First-Time Enrollments
Employed – not looking for employment	
Employed – looking for additional/other employment	
Unemployed – looking for employment	
Unemployed – not looking for employment	
Unknown employment status	

Housing Status	First-Time Enrollments
Living Independently (own/rent)	
Living with family (parents or relatives)	
Living with friends/other non-relatives	
Living in Foster Care	
Transitional Housing	
Permanent Supportive Housing	
Unhoused/Homeless (car, street, abandoned building, tent, etc.)	
Unknown Housing Status	
Other Housing Status	

Section 3 – General Project Overview

Please provide an update on your efforts in administering your project during the reporting period.

3.1 – Project Inputs and Implementation

Indicate the status of each project implementation area below by selecting a status from the dropdown menu. Each status category has been defined below. Please only select one status category per implementation area. If any of the implementation areas listed do not apply to the project, select “N/A” (meaning “not applicable”). Please use the definitions below to respond to each category:

Not Yet Started: No planning or implementation has begun.

Planning: Work has started on planning and preparation.

Implementation Started: Implementation is underway but not yet complete or fully refined.

Complete/Established: Fully implemented and functioning as intended to support project goals.

Not Applicable: Not relevant to the project.

- 1. Partnerships.** Formal relationships between agencies, schools, and/or community organizations to support project goals.
- 2. Staffing, Contracting, Mentors and/or Volunteers.** Hiring/securing people for positions needed to complete programming.
- 3. Training.** Training provided to staff, law enforcement, community members, etc. to support project goals.
- 4. Identification, Outreach, & Enrollment Process.** Process for identifying, conducting outreach, and enrolling participants into project intervention(s).
- 5. Programming.** Implementing the interventions and programming to achieve positive participant outcomes and project goals.
- 6. Data Collection/Evaluation.** Systematic and ongoing data collection to measure participation and evaluation measures.
- 7. Quality Assurance.** Methods in place to ensure interventions are being delivered as intended, and with fidelity to the proposed model(s).

3.2 – Goals and Objectives (Annual Requirement – Due Annually on August 15)

This section is required once per year and will display on the Qualtrics QPR form for input during the August 15 reporting period each year.

In this section, provide a progress update for the project’s goals and objectives. To complete this section, please refer to the goals and objectives identified in the project proposal within the Work Plan, which are included in the grant contract and are part of the project’s Local Evaluation Plan (LEP). For each goal:

1. Select the status of the goal and related objectives for this reporting period.
2. Use the text box to provide any progress updates for this goal and its objectives for this reporting period. This can include:
 - Progress made during the quarter towards achieving goals and objectives.
 - Any goal and/or objective specific challenges that were encountered
 - Efforts to address those challenges

1. Goal #1 Status Update

	Select status for <u>this</u> reporting period
Goal #1	
Objective 1a	
Objective 1b	
Objective 1c	

Goal #1 Progress. Use the space below to provide any progress updates for this goal and its objectives for this quarter. This can include:

- Progress made during the quarter towards achieving goals and objectives
- Any goal and/or objective specific challenges that were encountered
- Efforts to address those challenges

Description:

2. Goal #2 Status Update

	Select status for <u>this</u> reporting period
Goal #2	
Objective 2a	
Objective 2b	
Objective 2c	

Goal #2 Progress. Use the space below to provide any progress updates for this goal and its objectives for this quarter. This can include:

- Progress made during the quarter towards achieving goals and objectives
- Any goal and/or objective specific challenges that were encountered
- Efforts to address those challenges

Description:

3. Goal #3 Status Update

	Select status for <u>this</u> reporting period
Goal #3	
Objective 3a	
Objective 3b	
Objective 3c	

Goal #3 Progress. Use the space below to provide any progress updates for this goal and its objectives for this quarter. This can include:

- Progress made during the quarter towards achieving goals and objectives
- Any goal and/or objective specific challenges that were encountered
- Efforts to address those challenges

Description:

Section 4 – Participation in Services

SUPPORT SERVICES (INDIVIDUAL SERVICES)

Provide the total number of **individuals** who received any of the following support services during the current reporting period. Referrals should **not** be included. Be sure to include individuals who are identified as “Successfully Completed – still active” in these counts. If your project did not provide these services **directly**, leave these items blank.

Individuals may be counted in more than one service category.

Case Management	Individuals Served
Case Management	
Other Case Management Services	

Mentoring Services	Individuals Served
General Mentoring Services	
Credible Messengers	
Other Mentoring Services	

Clinical/Therapeutic Services	Individuals Served
Mental Health Services/Treatment	
Substance Use Treatment/Prevention	
Domestic Violence Support Services	
Other Clinical/Therapeutic Services	

Behavior Modification Services	Individuals Served
Anger Management	
Interactive Journaling	
Other Behavior Modification Services	

Restorative and Community Healing Services	Individuals Served
Restorative/Healing Circles	
Other Restorative and Community Healing Services	

BASIC NEEDS & STABILIZATION SERVICES (INDIVIDUAL SERVICES)

Provide the total number of **individuals** who received access to basic needs and stabilization services during the current reporting period. Referrals should **not** be included. If your project did not provide access to basic services **directly**, leave these items blank.

	Individuals Served
Basic Needs Access	
Housing Services	
Legal Services	
Advocacy	
Other Basic Access Services	

YOUTH & SCHOOL-BASED SERVICES (INDIVIDUAL SERVICES)

Provide the total number of **individuals** who received school/student services during the current reporting period. Referrals should **not** be included. If your project did not provide these services **directly**, leave these items blank.

	Individuals Served
After-School Programming	
Education/Academic Support	
School Outreach	
Youth Court	
Other School/Student-based Services	

TRAINING, SKILL-BUILDING & WORKFORCE DEVELOPMENT (INDIVIDUAL SERVICES)

Provide the total number of **individuals** who received training/skills building services during the current reporting period. Referrals should **not** be included. If your project did not provide these services **directly**, leave these items blank.

	Individuals Served
Employment Training/Mentoring	
Group Social-Emotional Learning	
Law-Related Education	
Parenting Classes	
Other Training/Skills Building Services	

OUTREACH & VIOLENCE INTERVENTION (INDIVIDUAL SERVICES)

Provide the total number of **individuals** who received outreach and violence intervention services during the current reporting period. Referrals should **not** be included.

If your project did not provide outreach or violence intervention services **directly**, leave these items blank.

Outreach Services

	Individuals Served
Street Outreach	
Other Outreach Services	

Violence Intervention Services

	Individuals Served
Crisis Intervention/Rapid Response	
Hospital-Based Violence Intervention	
Other violence intervention Services	

COMMUNITY-LEVEL ACTIVITIES (NOT INDIVIDUAL SERVICES)

Provide the total number of **community engagement activities or events** conducted during the current reporting period. Report the **number of activities**, *not* the number of individuals served. Referrals should **not** be included. If your project did not conduct any community-level activities or events during the current reporting period, leave these items blank.

	Individuals Served
Community Engagement/Outreach	
Neighborhood Beautification	
Police Trust Building	
Other Community Engagement Services	

Section 5 – Project Service Outcomes

Violence Interruption

1. Do your project’s goals include detecting or interrupting cycles of violence? Select “Yes” if any of the goals identified in your project workplan involved detecting and/or interrupting cycles of violence within the target community.	
2. (if yes to 1) (If yes to 1) How many incidents were interrupted in the current reporting period? Using the provided definition of a violence interruption, enter the number of unique incidents in which staff intervened to prevent an imminent act of violence during this reporting period.	

A **violence interruption** refers to a direct intervention by trained community violence intervention (CVI) staff to prevent an imminent act of serious violence between identified high-risk individuals or groups. This count **does not** include general outreach, routine check-ins, case management, community events, non-imminent conflicts, and follow-up contacts.

Section 6 – Exiting Participants

This section only needs to be completed if the project has participant exits. If no exits occurred during the reporting period, please skip this section.

6.1 – Total Exits

Report the number of **unique individuals** (first-time enrollees) who exited your project during the reporting period. Do not count any participant more than once.

Total participants exiting	
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Reason for Exit	First-Time Exits
Successful completion (active – still receiving services)	
Successful completion (inactive – no longer receiving services)	
Dropped out/lost contact	
Non-compliant (asked to leave)	
Arrest/incarceration	
Services determined not appropriate	
Other	

6.2 – Successful Exit Demographics

Record demographic information **at entry/enrollment** for all participants whose **reason for exit was successful completion (active or inactive)** during the current reporting period.

Each demographic category should report **unduplicated counts**.

The **total number reported across all demographic categories must match the total number of participants who successfully exited for the first time** during the current reporting period

Age	First-Time Exits
Under 12-years of age	
13-17 years	
18-24 years	
25-34 years	
35-44 years	
45 or more years	
Unknown	

Gender Identity	First-Time Exits
Woman/Female	
Man/Male	
Transgender Woman/Female	
Transgender Man/Male	
Two-Spirit	
Genderqueer	
Non-Binary	
Agender	
Gender Fluid/Diverse	
Questioning/Unsure	
Unknown	
Use another term (specify)	

Race/Ethnicity	First-Time Exits
American Indian/Alaska Native	
Asian Groups:	
Chinese	
Japanese	
Filipino	
Korean	
Vietnamese	
Asian Indian	
Laotian	
Cambodian	
Other Asian Group Race/Ethnicity	
Black/African American	
Hispanic, Latino, or Spanish	
Middle Eastern/North African	
Native Hawaiian/Pacific Islander Groups:	
Native Hawaiian	
Guamanian	
Samoan	
Other Native Hawaiian/Pacific Islander Group Race	
White	
Declined to State Race/Unknown	
Multi-ethnic origin, ethnicity, or race	
Other identified ethnic origin, ethnicity, or race	

Education Status	First-Time Exits
Enrolled in Elementary school	
Enrolled in middle school	
Enrolled in high school	
Enrolled in training program	
Enrolled in a 2- or 4-year college	
Some middle school	
Some high school	
High school diploma or GED	
Some college or vocational training	
Associate degree	
Bachelor's degree or higher	
Decline to state	
Unknown education status	
Other	

Education Status	First-Time Exits
Employed – not looking for employment	
Employed – looking for additional/other employment	
Unemployed – looking for employment	
Unemployed – not looking for employment	
Unknown employment status	

Housing Status	First-Time Exits
Living Independently (own/rent)	
Living with family (parents or relatives)	
Living with friends/other non-relatives	
Living in Foster Care	
Transitional Housing	
Permanent Supportive Housing	
Unhoused/Homeless (car, street, abandoned building, tent, etc.)	
Unknown Housing Status	
Other Housing Status	

Section 7 – Outcomes

Of the participants who **successfully completed** the project during the current reporting period, enter the number who demonstrated each applicable positive outcome listed below, based on your project’s workplan and goals.

Report only the outcomes that apply to your project. These outcomes should be defined and measured using established methods that assess participant status at entry and exit.

Note: Each participant should be counted once per outcome across the entire grant period to ensure unduplicated outcome totals.

Participants may be counted in multiple outcomes (for example, a participant may improve education status, increase protective factors, and avoid recidivism while enrolled).

Positive Outcomes	Successful Exits
Did not recidivate ¹	
Reduced number of violent incidents	
Reduced at-risk/criminal behaviors	
Reduced levels of gang involvement	
Improved academic status	
Improved employment status	
Improved housing status	
Increased protective factors	
Other positive outcomes	

¹ The BSCC defines recidivism as the conviction of a new felony or misdemeanor committed within three years of release from custody or committed within three years of placement on supervision for a previous criminal conviction ([link](#)).