

Proposition 64 Public Health & Safety Grant Program - Cohort 4

Quarterly Progress Reporting Workshop

September 30, 2026

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WEBINAR GUIDELINES: AI SUMMARIZATION & ENGAGEMENT

- ◆ **Use of AI-based summarization tools such as Otter.ai, Fireflies, etc. to assist with note-taking is permitted, but please remember:**
 - ◆ Summarization tools may not fully or accurately represent the discussion, decisions, or processes covered in this webinar.
 - ◆ You are responsible for understanding and accurately responding to the content presented today. What is shared is the official source of information—not what an AI tool generates.
 - ◆ We encourage you to be fully present and actively engaged throughout the session.

WORKSHOP GUIDELINES: QPR/LEP/LERs

Responsibility for Report Content

- ◆ The lead reporting agency is solely responsible for the accuracy, completeness, and integrity of the information provided in the submitted QPR. By submitting the report, the lead agency affirms that all data, findings, and statements contained therein are accurate to the best of its knowledge and have been reviewed and approved by the appropriate personnel within the agency. Any errors or omissions are the responsibility of the lead reporting agency.

WORKSHOP GUIDELINES: QUARTERLY PROGRESS REPORTING

Use of Artificial Intelligence (AI)

- ◆ If artificial intelligence (AI) tools are used in the preparation of any portion of the QPR, the lead agency remains fully responsible for verifying the accuracy and appropriateness of the content generated. AI-generated content must be reviewed and edited by agency staff to ensure it aligns with program goals, reporting requirements, and applicable standards.
- ◆ The use of AI must not compromise data integrity, confidentiality, or compliance with any grant terms. Sensitive, personally identifiable, or confidential information must not be entered into AI tools that do not guarantee secure handling of such data. Agencies are expected to exercise sound judgment and adhere to all relevant data protection and privacy requirements when using AI in report development.

REPORTING PROGRAM DATA - A FEW MISCONCEPTIONS

- ◆ ~~If we report zeros (0) or our numbers are lower than projected, we aren't doing a good job.~~
- ◆ ~~Evaluation data are only for compliance and accountability purposes.~~
- ◆ ~~The funding body only cares about the numbers.~~
- ◆ Zeros (0) and low numbers are still data. Accurate, timely reporting (and documentation of barriers and setbacks) will set you up for success!
- ◆ Adhering to grant requirements is important, but the primary motivation for collecting data is to share the great work you all are doing with the public. We can't do so effectively without it.
- ◆ Quantitative data are valuable for disseminating outcomes/impact to a statewide audience, but we also care about (and ask for) the context.

QPR WORKSHOP: TODAY'S AGENDA

Learning Objectives

QPR Due Dates

Purpose of reporting quarterly progress

What the QPR collects & how the data is used

Group Discussion

QPR Walking-through

Check-in and Q&A

Important Reminders

Technical Assistance

Workshop Feedback Survey

TODAY'S LEARNING OBJECTIVES



Describe the purpose of quarterly progress reports.



Identify metrics you want to track about your program to inform your LER (What's in It for YOU?).



Complete the online QPR form while navigating data validation checkpoints and content restriction in an online survey environment.



Locate QPR resources, including the Data Reporting Guide, QPR prep form, online QPR survey, and QPR Workshop recording.

QPR DUE DATES

Quarterly Progress Report Periods

- **Quarter 1:** July 1, 2026 to September 30, 2026
- **Quarter 2:** October 1, 2026 to December 31, 2026
- **Quarter 3:** January 1, 2027 to March 31, 2027
- **Quarter 4:** April 1, 2027 to June 30, 2027
- **Quarter 5:** July 1, 2027 to September 30, 2027
- **Quarter 6:** October 1, 2027 to December 31, 2027
- **Quarter 7:** January 1, 2028 to March 31, 2028
- **Quarter 8:** April 1, 2028 to June 30, 2028
- **Quarter 9:** July 1, 2028 to September 30, 2028
- **Quarter 10:** October 1, 2028 to December 31, 2028
- **Quarter 11:** January 1, 2029 to March 31, 2029
- **Quarter 12:** April 1, 2029 to June 30, 2029
- **Quarter 13:** July 1, 2029 to September 30, 2029
- **Quarter 14:** October 1, 2029 to December 31, 2029
- **Quarter 15:** January 1, 2030 to March 31, 2030
- **Quarter 16:** April 1, 2030 to June 30, 2030
- **Quarter 17:** July 1, 2030 to September 30, 2030
- **Quarter 18:** October 1, 2030 to December 31, 2030
- **Quarter 19:** January 1, 2031 to March 31, 2031
- **Quarter 20:** April 1, 2031 to June 30, 2031

Due no later than:

November 15, 2026
February 15, 2027
May 15, 2027
August 15, 2027
November 15, 2027
February 15, 2028
May 15, 2028
August 15, 2028
November 15, 2028
February 15, 2029
May 15, 2029
August 15, 2029
November 15, 2029
February 15, 2030
May 15, 2030
August 15, 2030
November 15, 2030
February 15, 2031
May 15, 2031
August 15, 2031

PURPOSE OF THE QUARTERLY PROGRESS REPORTS

Provide regular, detailed updates on project activities and outcomes to support ongoing monitoring.

WHAT THE QPR COLLECTS AND HOW THE DATA ARE USED

Collects quarterly evaluation data

- Project activities completed
- Services provided
- Participant demographics
- Outputs of project activities
- Participant & program outcomes

QPR Data informs

- Statewide Evaluation
- Ad Hoc Report Requests
- Program Monitoring

GROUP DISCUSSION



What concerns do you have about reporting data to the BSCC?



Are there any technical or resource-related barriers you're worried about?



What has your experience been with data reporting in past grants or programs?



What metrics do YOU want to track about your program's progress (i.e., what's in it for you)?

QPR WALKTHROUGH

The QPR Form contains these major sections:

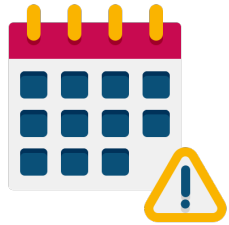
- ◆ **Grantee Information**
- ◆ **Project Status**
- ◆ **Description of Project Activities**
- ◆ **Youth Enrollments - Quarterly Totals**
- ◆ **Youth Exits & Outcomes - Quarterly Totals**
- ◆ **Additional Narrative**
- ◆ **Qualtrics Form Feedback**

QPR Form

CHECK-IN & QUESTIONS



IMPORTANT REMINDERS



The 1st QPR is due **November 15, 2026**



The link to the QPR Form will live on the Prop 64 Webpage with the corresponding Data Reporting Guide and QPR Prep Form.

TECHNICAL ASSISTANCE IS AVAILABLE!

- ◆ What is Technical Assistance (TA)?
 - ◆ “Office hours” for help with fulfilling BSCC reporting requirements (QPRs, LEPs, LERs, etc).
 - ◆ Get assistance, clarifications, and ask about unique situations impacting reporting requirements.
 - ◆ Available upon request (email Prop64_Grant4@bscc.ca.gov or BSCC Research staff)
- ◆ *Before requesting TA, make sure to review:*
 - ◆ QPR/LEP workshop recording(s)
 - ◆ Data Reporting Guide
 - ◆ LEP/LER Template & Guidelines
 - ◆ C4 Grantee Resources Tab

POST-WORKSHOP FEEDBACK

QPR Workshop Feedback Form