

California Violence Intervention and Prevention (CalVIP) Grant Program

Quarterly Progress Report (QPR) Orientation Cohort 3 Grantees



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Hello. Thanks for joining me.

In this short video, I'm going to walk you through how to access and fill out the CalVIP Cohort 3 QPR.

Overview

Logging In

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Functionality

Key Components

Questions

This video will walk you through:

- How to get started and what you need to have with you to complete the QPR.
- How to log into the QPR.
- How to return or continue your progress should you need to leave the QPR before completing it.
- Some basic functionality of the QPR as you navigate through it.
- Some of the key components you need to consider when filling it out.
- And, where to go with additional questions.

Getting Started

QPR Guide

- Links, question layout, and answer choices
- http://www.bsc.ca.gov/s_cpgpcalvipgrant/

Login Information

- Usernames and passwords for the QPR
- Ask your study team liaison:
calvipeval@spra.com

Web Browser

- For Accessing the QPR

To get started you should have three things available to you.

First is the QPR guide. This is a PDF document that includes the links to the QPR, the question layout and some additional instructions. You should have been sent this document and you can find it on the BSCC's CalVIP webpage under the Cohort 3 tab.

You'll also need your login information. This should have been sent to you initially but if you need it, you can always contact your study team liaison at the study team email address – calvipeval@spra.com

Finally, you'll need to have access to a web browser and the internet. While you can prepare for your QPR ahead of time using the guide, you'll need to enter your information online.

Logging In

- ▶ To start a new QPR, navigate to one of the following links:
 - ▶ Quarter 1/Quarter 2:
<https://survey.alchemer.com/s3/6265877/CalVIP-Cohort-3-Quarterly-Progress-Report-QPR-Q1-Q2>
 - ▶ Quarters 3 through 11:
<https://survey.alchemer.com/s3/6265885/CalVIP-Cohort-3-Quarterly-Progress-Report-QPR-Q3-Q11>

Now let's turn to logging into the QPR so that you can start to fill it out.

To start a new QPR, please access the online QPR tool at one of the two following locations, both of which are also provided in your QPR guide.

- For your first QPR, which is for the combined Quarter 1 and Quarter 2 report that is due May 15th, you should navigate to the first link listed here.
- For the second and any subsequent QPRs, which would be for Quarter 3 through Quarter 11 of the grant, please navigate to the second link.

You'll know you are in the right location because you'll be asked to indicate the reporting period. The only choice you'll have for the first link will be for the Quarter 1/2 report. The second link will only include quarters 3 through 11.

Logging In

CaVIP (Cohort 3) QPR: Quarter 1/Quarter 2

Each CaVIP grantee has a unique username and password. Please enter the username and password provided by Social Policy Research Associates. If you need a copy of your username or password or you need additional assistance, please email calvipeval@spra.com.

Username

Password

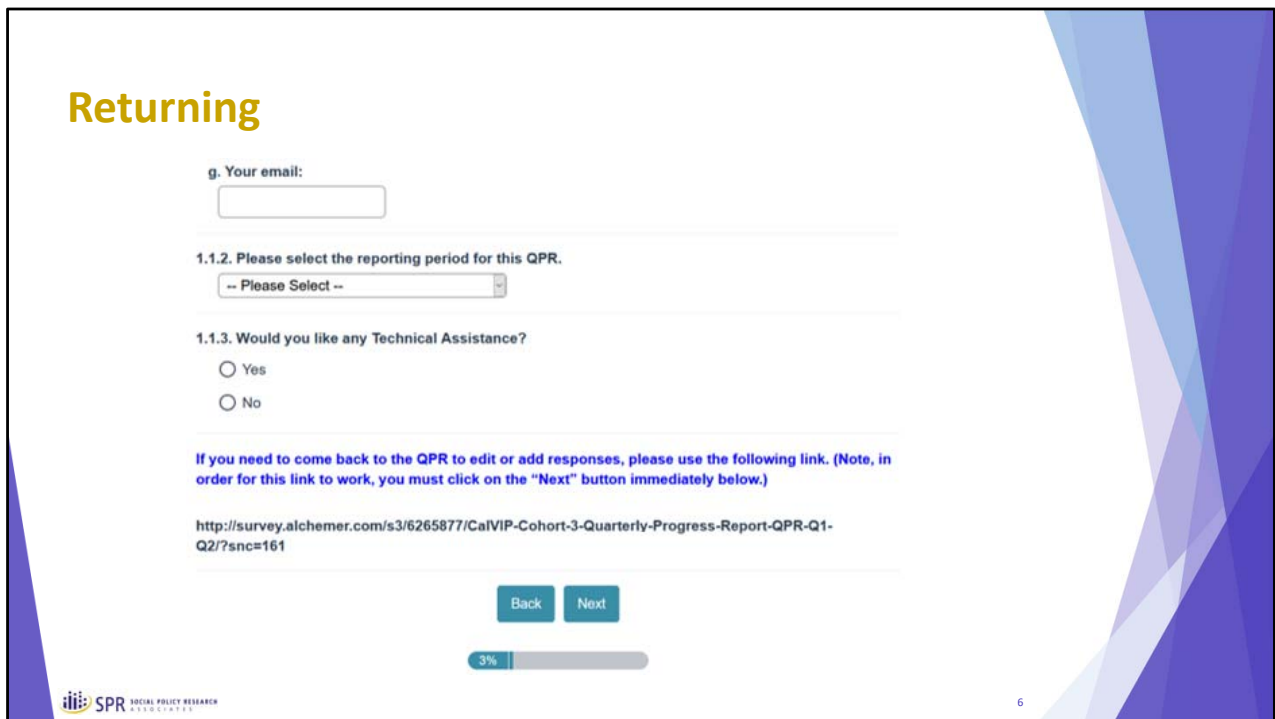
Next

0%

When you first navigate to a new QPR, you'll find yourself at a login page like this.

Please log in with the username and password for your grantee organization.

These usernames and passwords are important because they help customize your reporting experience and minimize the information you need to fill out in future reports. Just so you know, since the information in the QPR is not sensitive, these usernames and passwords are not particularly secret. Feel free to share them with other staff at your organization who may need to complete your QPR.



We realize that you may need to complete your QPR over multiple sessions.

To do so, you will be provided a customized web address you can use to return to a given QPR that you have already begun. At the bottom of the first full page (after you log in), you will find a web address. This link will activate after you move past the first page (by pressing the “next” button).

You will also be emailed this link based on the email address you provide in the “your email” field that appears just above the link. This email will come from calvipeval@spra.com. Please be sure to check your junk mail folder if you do not receive it as these emails can get stopped by spam filters.

That said, we recommend that you copy and paste this link before advancing past the first page just in case you have difficulties receiving the email.

Also, please remember that whenever you start a new QPR for a subsequent quarter, always start with the links provided at the top of your QPR guide. The link within the QPR and that you are emailed only allows you to edit an existing report, not start a new one.

QPR Functionality

Follow-up Questions

Repeating Questions

Auto-filled Responses

To better understand how the QPR functions, you should take a close look at the QPR guide, which shows you the general layout of the entire QPR, including all the questions, instructions and information about the answer choices.

In general, the QPR works like any survey tool. You fill in your answers as indicated. Sometimes these are text or numeric fields that you fill in with answers to the questions. Other times, you may fill in check boxes or use drop down menus to select answers. These should be relatively self-explanatory, but consult the guide if you are unsure about a given question and don't hesitate to reach out to your study team liaison.

That said, there are three basic types of functionality that may be useful to review: follow-up questions, repeating questions, and auto-filled responses.

Follow-Up Questions

1.1.3. Would you like any Technical Assistance?

Yes

No

If you need to come back to the QPR to edit or add responses, please use the link below.

1.1.3. Would you like any Technical Assistance?

Yes

No

a. Please describe the type and nature of the assistance you would like.

If you need to come back to the QPR to edit or add responses, please use the link below.

The first of these is follow-up questions.

These are skip patterns where additional questions appear based on the answers you provide. For example, question 1.1.3. asks if you would like any technical assistance. If you select “no” you move on to the next question. If you select “yes” a new sub-question appears that asks you to describe the type and nature of the technical assistance to better help the BSCC know how to respond to your request.

Repeating Questions

2.2.1. How many goals does your project have?

1 2 3 4 5 6 7 8

Goal 1

2.2.3. Please provide the following information about Goal 1 and each of its objectives.

a. Please write out Goal 1 and each of its objectives. For each objective, please indicate your plans for measuring completion of that objective. Leave any unused objective fields blank.

Text

Goal 1

The second type of functionality to be aware of are repeating questions. These are skip patterns that adjust the tool to the length you need depending on the features of your program.

For example, question 2.2.1. asks you how many goals your project has. Depending on the answer you provide, you will then be provided with 1 to 8 pages in which you can expand on your goals, their objectives and your progress towards these.

In other words, a question like 2.2.3. shown here, will repeat from 1 to 8 times depending on your answer to question 2.2.1.

Auto-Filled Responses

a. Please write out Goal 1 and each of its objectives. For each objective, please indicate your plans for measuring completion of that objective. Leave any unused objective fields blank.

Text

Goal 1	<input type="text"/>
Objective 1a	<input type="text"/>
Please describe your plans for measuring completion of Objective 1a.	<input type="text"/>

The third type of functionality to be aware of are auto-filled responses. These are based on your login information and mostly will not start appearing until quarter 3, based on the information you provide in the quarter 1/2 report.

For example, the very first question that asks for your grantee name should be auto-filled based on your username that you used to log in. Starting in quarter 3, you will then see fields like the ones for your goals and objectives, as shown above, filled in, based on the answers you provide in the first QPR.

The fields that will auto-fill are shown in your QPR guide.

Key Components to Consider

Goals and Objectives

Programs v. Projects

Tracking Participation

Tracking Multiple Entries/Exits

Outcomes

Given the length of the QPR, we can't go through every question here, but I did want to touch base on a few key components of the QPR you should consider and be prepared for prior to filling it out.

These are:

- Your goals and objectives
- The distinction between programs and your projects
- The types of detail you should be capturing when tracking your participants
- The tracking of multiple entries and exits
- Outcome reporting

Key Components: Goals and Objectives (Section 2.2)

Report on all goals/objectives, including new ones since contract.

Goal 1

Objective 1a

Please describe your plans for measuring completion of Objective 1a.

Objective 1b

Please describe your plans for measuring completion of Objective 1b.

Present methods of measuring progress and progress made.

Objective 1a Progress

Objective 1b Progress

Objective 1c Progress

Section 2.2 of the QPR asks you about your goals and objectives.

For most of you, this should be fairly straightforward as these are the goals and objectives in your contracts. However, we have left room for you to incorporate any additional goals and objectives you may have developed and worked out with the BSCC since your contract was signed. Please take time to write these out your goals and objectives in full as they will be repeated across each reporting period.

In addition, please explain your plans for measuring completion of these goals and objectives what progress you've made towards these goals and objectives during the reporting period, including any challenges you've encountered (we really want to know this) and how you've overcome these challenges if you have. This is very useful information to understand when trying to describe how projects unfolded across the state and in helping to flag issues and places where future programs may benefit from lessons learned.

Key Components: Programs vs. Projects (Section 3)

- ▶ Do you have separate programs under your project/grant?

A program is a distinct service track within your project that has its own unduplicated enrollment and may have distinct eligibility criteria and/or sets of services that it provides to participants that are different from other programs you offer under the grant

- ▶ Be prepared to describe the following for each program under your grant:

- ▶ eligibility criteria
- ▶ services provided
- ▶ measurable milestones (i.e., completion criteria)

Section three of the QPR has you describe the key components of your project, including things like the eligibility criteria, the services provided and how you measure successful completion or sufficient progress to count as exited.

However, what we want you to do is to identify whether your project has distinct tracks or “programs” within it, since we recognize that some of you offer distinct programs as part of your projects that may be very different from one another.

The key here is whether these programs serve distinct, unduplicated, groups of individuals, and then whether these programs also have other things that set them apart such as different enrollment goals, different populations or very different services that they provide. We know that some of you do have what appear to be multiple programs whereas others do not. And to clarify further, a single grantee organization itself can provide multiple programs but a grantee might also subgrant with multiple partner organizations, each of which provides a distinct program.

Even though you will aggregate enrollment, service delivery and exit data together for the whole project, we’d like to better understand if your project has these multiple programs within it.

Key Components: Tracking Participation (Section 4)

- ▶ Be prepared to track:
 - ▶ unduplicated enrollments, service participation, exits/completions
 - ▶ participants by demographic categories in the QPR
- ▶ Reporting is typically for the specific reporting period, but sometimes cumulative for the project

	1st Time Enrolled	2nd Time Enrolled	3(+) Time Enrolled
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian: Chinese	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian: Japanese	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian: Filipino	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian: Korean	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian: Vietnamese	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian: Indian	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian: Laotian	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian: Cambodian	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian: Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic or Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>
Middle Eastern/North African	<input type="text"/>	<input type="text"/>	<input type="text"/>
NIOP: Native Hawaiian	<input type="text"/>	<input type="text"/>	<input type="text"/>
NIOP: Guamanian	<input type="text"/>	<input type="text"/>	<input type="text"/>
NIOP: Samoan	<input type="text"/>	<input type="text"/>	<input type="text"/>
NIOP: Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
Multiple race or ethnicity	<input type="text"/>	<input type="text"/>	<input type="text"/>
Declined to state	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unknowns/Did not collect	<input type="text"/>	<input type="text"/>	<input type="text"/>

Next up is tracking participation. This is captured in Section 4 of the QPR.

Here we just want to emphasize that your project should be set up to capture information on your participants in a way that allows you to report it in the way the QPR is set up.

The key point is that we are interested in unduplicated enrollments, service participation, and exits using the categories provided in the QPR. In some cases, these are very specific, like the demographic table shown here. Please look over these sections in the QPR guide to see how we are asking for data to be captured around demographics and other aspects of participants at baseline such as their education levels or employment or housing status to make sure you have a way to capture this information for your projects.

I also want to point out that we are typically asking for this information in each QPR for that reporting period. So, pay attention to those reporting periods. But, we do occasionally ask for these data over the lifetime of the grant or cumulatively since sometimes quarterly data can't be added together.

QPR Key Points: Multiple Entries/Exits (Section 4)

a. Total Number of Participants Enrolled

	1st Time Enrolled	2nd Time Enrolled	3(+) Time Enrolled
Total Enrollment	<input type="text"/>	<input type="text"/>	<input type="text"/>

c. Number of Participants Enrolled by Participation Status

	1st Time Enrolled	2nd Time Enrolled	3(+) Time Enrolled
Mandated	<input type="text"/>	<input type="text"/>	<input type="text"/>
Voluntary	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unknown/Did not collect	<input type="text"/>	<input type="text"/>	<input type="text"/>

a. Total Number of Participants at Exit

	1st Time Exits	2nd Time Exits	3(+) Time Exits
Total Participants Exited	<input type="text"/>	<input type="text"/>	<input type="text"/>

b. Primary Reason for Exit

	1st Time Exits	2nd Time Exits	3(+) Time Exits
Successful completion	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dropped out/lost contact	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-compliant (asked to leave)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Arrest/incarceration	<input type="text"/>	<input type="text"/>	<input type="text"/>
Services determined not appropriate	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unknown/Did not collect	<input type="text"/>	<input type="text"/>	<input type="text"/>

Next, for entry and exit data, please report each person based on the number of times that person has enrolled or exited your project. We realize this may require a little bit of extra work to parse out, but it's important when looking at aggregate data like this for us to be able to see how much participants are cycling through your projects.

For example, starting in a future quarter, it's possible a person enrolled and exited in the prior quarter, and then enrolled and exited in the current quarter, and also re-enrolled a third time in the current quarter. In that case, this person would appear in the "3+ time enrolled" column since they have enrolled three different times in your project with both the second and third time occurring in the current reporting period. Also, this person would appear in the "2nd time exits" column since they exited at least once in the current quarter and have only exited twice overall.

Please be sure to read through these instructions in your QPR guide.

Key Components: Outcomes (Section 5)

	Outcome	Outcome Category	Method of Measuring Positive Change
1.	<input type="text"/>	-- Please Select --	<input type="text"/>
2.	<input type="text"/>	-- Please Select --	<input type="text"/>
3.	<input type="text"/>	-- Please Select --	<input type="text"/>

	Outcome	Number of Individuals Exiting with a Positive Outcome
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>

When it comes to tracking outcomes there are a few key points to remember.

- First, an outcome refers to changes that happen to participants as compared to some prior state – perhaps that’s at enrollment or prior to it.
- Second, what matters is that an outcome or change is measurable.
- Third, we are interested in positive changes.
- Fourth, we want to track these positive changes for unduplicated individuals.

So, with that in mind, Section 5 asks you to describe the outcomes that you measure, first listing out the outcome as you track them for your project, then categorizing them based on the dropdown menu provided, and then describing how you measure positive changes for each outcome.

Below that, you should list out your project’s outcomes where you measured positive changes and record the number of individuals during the reporting period who exited and experienced these positive changes. It’s fine if individuals appear in more than one row, but should only appear once in a given row.

Starting in Quarter 3, there is also a table that asks about outcomes over the lifetime of the grant and not just for the given reporting period. In other words, this is about cumulative outcomes for the project.

Questions

- ▶ Study team liaison: calvipeval@spra.com
- ▶ Katrina Jackson at the BSCC: calvip-cohort3@bscc.ca.gov



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Cities



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If you have questions, we encourage you to reach out.

Your study team liaison is probably the person best suited to answer most questions about filling in the QPR whether these are questions about your username and password or how to interpret questions.

For questions about reporting deadlines or if your liaison is unable to answer a question, please consider including Katrina Jackson at the BSCC.

Thank you for your time and we wish you well as you complete your QPRs.