

# Further Guidance on Reporting Program Participants and Program Outcomes (February 2003)

## Introduction

This document is intended to clarify items and issues that often caused confusion when submitting your 2002 progress reports. Most of the document pertains to the program outcomes section of the report. Several pages refer to and further explain some of the screens that appear in the on-line reporting system. The title at the top of each page describes the subject matter that is addressed. You are strongly encouraged to carefully review the document and to share it with those in your County who are responsible for preparing and submitting your progress reports to the BOC. A summary of each page of the document follows:

Page 2: Provides further instruction on how to report the number of juveniles who received program services during the fiscal year, and the average length (e.g., days) of program services they received

Page 3: Emphasizes the concept that the average lengths of the evaluation periods for program juveniles and reference (comparison) group juveniles should be approximately the same, and provides information on important distinctions between two commonly used evaluation periods – “While in Program” and “During and/or at End of Standard Period of Time from Program Entry.”

Page 4: Further explains the information that appears in the Outcomes Table of the progress report based on information you provide for each outcome in the “Outcome Setup” Screens in the on-line reporting system.

Page 5: Reinforces the concept that results should be reported for only those juveniles who complete the **evaluation period** during the fiscal year; provides guidance on how to report the “numbers” for each outcome – including counts for the number of juveniles for whom results are reported, and the basis for making the calculations to arrive at the results that are reported.

Page 6: Provides guidance on how to report the “numbers” for each outcome when the reference (comparison) group for the program juveniles is the program juveniles prior to program entry (“Pre-Post” comparison of program juveniles).

Pages 7 and 8: Excerpts from a Power Point presentation that you may have seen previously (and is posted on our website) that provides various examples of how to calculate the results for outcomes when various reference (comparison) groups are used, and the outcomes are measured as percentages or means (the most commonly used outcome measures).

We hope the information provided will help make things go more smoothly this October.

We welcome your questions and feedback, as well as any suggestions you have for improving the overall reporting process.

## Number of Program Participants And Average Length of Time in Program (Information Provided in Progress Report Immediately After Fiscal Data)

All values entered should reflect program activity during the fiscal year (as should all progress report information). See below explanations for what should be entered in each box.

### Common errors:

- Lack of Criteria for Successful and Unsuccessful Program Completion (leading to confusion as to how to fill in first and third boxes on left).
- Failure to include all three categories of program participants when arriving at average time in program spent by all program participants during the fiscal year.

Number of juveniles who exited the program **successfully** during the fiscal year

Number of juveniles who were still in program at end of the fiscal year

Number of juveniles who exited the program **unsuccessfully** during the fiscal year

Enter the number of juveniles who participated in the program during the fiscal year 2001 - 2002. Provide separate counts for those completed the program, those who were 'in progress' as the end of the fiscal year (i.e., still 'enrolled' in the program), and those who did not complete the program (i.e., failed to complete the program and are no longer 'enrolled' in the program).

|  |    |
|--|----|
|  | 12 |
|  | 34 |
|  | 4  |
|  | 50 |

Enter the approximate average length of time spent in the program by all program participants during the fiscal year.

|  |            |      |
|--|------------|------|
|  | 0          | Days |
|  |            |      |
|  | \$1,200.00 |      |

Average days in program for **all** program participants during the fiscal year (in this example, the 50 juveniles who received services during the fiscal year).

## Definitions of Evaluation Periods

**Guiding Principle:** Average lengths of evaluation periods for program juveniles and reference group juveniles should be approximately the same.

Distinctions between two frequently used program evaluation periods (options 1 and 3 in the below “Outcome Setup” Screen)

**“While in Program” (Option 1):**

- Selection of this option indicates results reflect conduct of program participants while in the program.
- Completion of program and completion of evaluation period are one-in-the same.
- Because length of time each juvenile is in the program may vary, the length of the evaluation period for each juvenile may also vary.
- Results are reported only for those juveniles who complete the program (either successfully or unsuccessfully) during the fiscal year.
- Under this option, the average length of the evaluation period can’t be known until the end of the fiscal year. Thus, it is important to verify that this average length of the evaluation period is comparable to that for the reference group juveniles (in keeping with the Guiding Principle that the two evaluation periods should be comparable).

**“During or At End of Standard Period of Time from Program Entry” (Option 3):**

- Selection of this option indicates results reflect conduct of program participants during standard period of time from program entry.
- While the length of time each juvenile is in the program may vary, the length of the evaluation period for each juvenile is the same.
- Completion of program and completion of the evaluation period are Not one-in-the same. Results are reported only for those who complete the evaluation period during the fiscal year (irrespective of their status in the program).
- The length of the evaluation period is known and is always the same for all program participants, making it easier to establish a comparable evaluation period for the reference group juveniles.

|                                                                                                                                                                                                                   |                                                                                                                                                                                                       |                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Goal for this Outcome Refers to Conduct of Program Participants<br>During Following Time Period. (select one)                                                                                                     |                                                                                                                                                                                                       |                                           |
| Specify the approximate average length of this time period in days in the box to the right. If you selected "At Point of Exit from Program," specify the approximate average number of days spent in the program. |                                                                                                                                                                                                       |                                           |
| <input checked="" type="radio"/>                                                                                                                                                                                  | While in Program - (e.g., mean number of probation violations while in program)                                                                                                                       | <input style="width: 100%;" type="text"/> |
| <input type="radio"/>                                                                                                                                                                                             | At Point of Exit from Program - (e.g., probation status at program exit, etc.)                                                                                                                        | <input style="width: 100%;" type="text"/> |
| <input type="radio"/>                                                                                                                                                                                             | During or At End of Standard Period of Time from Point of Program Entry - (e.g., during/at end of six 6-month period from program entry, irrespective of program status at the end of 6-month period) | <input style="width: 100%;" type="text"/> |
| <input type="radio"/>                                                                                                                                                                                             | During or At End of Standard Period of Time from Point of Program Exit - (e.g., mean number of probation violations during 6-month period following program exit)                                     | <input style="width: 100%;" type="text"/> |
| <input type="radio"/>                                                                                                                                                                                             | Other (Describe)                                                                                                                                                                                      | <input style="width: 100%;" type="text"/> |

## Interpretation of Output From “Outcome Setup” Screens

The information in the boxes to the right further clarifies the meaning of the entries in the Outcome Table in the Progress Report that result from your responses to the “Outcome Setup” Screens. Entries indicate:

- How the outcome (in this case, arrest rate) is being measured
- The goal for the program juveniles when compared to the reference group juveniles
- The juveniles who constitute the reference (comparison) group
- The evaluation period for the program juveniles
- The lengths of the evaluation periods for the program juveniles and the reference (comparison) group juveniles (which should be approximately the same)

### Juvenile Participant Outcome Measures

|                                                                                                                   |                                             |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| Outcome:                                                                                                          | Arrest Rate (All Arrests)                   |
| Outcome Measure Expressed as:                                                                                     | A Percentage                                |
|                                                                                                                   | Decrease (Relative Goal): Magnitude Unknown |
|                                                                                                                   | Prior Program Participants in the County    |
| at an Earlier Point in Time, What is the Earlier Time Period?                                                     | N/A                                         |
|                                                                                                                   | While in Program                            |
| Approximate Length of Time in                                                                                     | 180 Days                                    |
|                                                                                                                   | 180 Days                                    |
| for Whom Results Reported:                                                                                        | 0                                           |
| Results For Program Participants:                                                                                 | 0 %                                         |
| Estimated Number of Additional Current Year Program Participants for Whom Results Will Be Reported Next Year:     | 0                                           |
| Number of Subjects in Reference Group :                                                                           | 0                                           |
| Results for Reference Group:                                                                                      | 0 %                                         |
| Estimated Number of Additional Current Year Reference Group Subjects for Whom Results Will Be Reported Next Year: | 0                                           |

How Outcome is Being Measured – in this example, as a percentage

Goal for Program Participants When Compared to Reference Group – in this example, a decrease of unknown magnitude in the percentage of program participants who are arrested (compared to the reference group)

Reference (Comparison) Group – in this example, juveniles who participated in the program previously

Evaluation Period for Program Participants – in this example, during time the juveniles are in program

Length of Evaluation Period for Program Participants

Length of Evaluation Period for Reference Group Juveniles

**Guiding Principle: Length of Two Evaluation Periods Should be Approximately**

## Entering Results in Progress Report

The information in the boxes to the right clarifies the results to be reported for each outcome in the Progress Report. Important concepts to remember as indicated in the boxes:

- Report results for only those juveniles who complete the evaluation period during the fiscal year – report results for other juveniles next year
- Calculate results based on those juveniles for whom the outcome applies (which may differ from number of juveniles who completed the evaluation period)

### Juvenile Participant Outcome Measures

| Outcome:                                            | Probation Violation Rate                    |
|-----------------------------------------------------|---------------------------------------------|
|                                                     | A Percentage                                |
|                                                     | Decrease (Relative Goal): Magnitude Unknown |
|                                                     | Prior Program Participants in the County    |
|                                                     | N/A                                         |
|                                                     | While in Program                            |
|                                                     | 180 Days                                    |
|                                                     | 180 Days                                    |
|                                                     | <input type="text" value="0"/>              |
|                                                     | <input type="text" value="0"/> %            |
| Estimated Number of Additional Current Year Program | <input type="text" value="0"/>              |
| Number of Subjects in Reference Group :             | <input type="text" value="0"/>              |
|                                                     | <input type="text" value="0"/> %            |
| Current Year Reference Group                        | <input type="text" value="0"/>              |

Number of Program Juveniles Who Completed Evaluation Period (During the Fiscal Year) **and for Whom the Outcome Applies**. Common Error: Including juveniles for whom outcome did not apply. In this example, because outcome is probation violation rate, count would include only those **probationers** who completed the evaluation period (which may differ from count of all juveniles who completed the evaluation period)

Results for Program Juveniles (e.g., percent of juveniles [who completed evaluation period] who violated probation). Results should be based on only those juveniles for whom outcome applies (in this example, number of juveniles who violated probation divided by number of probationers)

**Sum should Equal Total Number of Juveniles in Program During Fiscal Year for Whom Outcome Applies**

Number of Current Year Program Juveniles for Whom Outcome Applies and Results will be Reported Next Year (i.e., they did not complete evaluation period during current fiscal year)

Number of Reference Group Juveniles for Whom Outcome Applies and Results are Reported

Results for Reference Group Juveniles (e.g., percent who violated probation)

Number Of Current Year Reference Group Juveniles for Whom Outcome Applies and Results will be Reported Next Fiscal Year

**Same Principles as Those That Apply to Program Juveniles**

# Reporting Results when Program Juveniles are Being Compared to Themselves

The information in the boxes to the right clarifies the information displayed and the results that are to be reported when the reference (comparison) group is the program juveniles at an earlier point in time. Important concepts to remember as indicated in the boxes:

- Report results for only those juveniles for whom you have both sets of results (“Pre” and “Post” program entry). Report results for all remaining juveniles next year.
- The reference (comparison) group consists of the program juveniles “pre” program entry.

## Juvenile Participant Outcome Measures

|                                                                                                                           |                                                                         |  |                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------|
| Outcome:                                                                                                                  | Arrest Rate (All Arrests)                                               |  | Indicates Program Juveniles are Being Compared to Themselves (At An Earlier Point in Time)                  |
| Outcome Measure Expressed as:                                                                                             | A Percentage                                                            |  |                                                                                                             |
| Outcome Measure:                                                                                                          | Decrease (Relative Goal): Magnitude Unknown                             |  | Designation of “Earlier Point in Time” Evaluation Period (“Pre” Program Entry Evaluation Period)            |
| to:                                                                                                                       | Program Participants at an Earlier Point in Time                        |  |                                                                                                             |
| Expressed with Reference to Conduct of Program Participants at an Earlier Point in Time, What is the Earlier Time Period? | Some Standard Period of Time Prior to Program Entry                     |  | Designation of “Post” Program (“Post” Program Entry) Evaluation Period                                      |
| Refers to Conduct of Program                                                                                              | During or At End of Standard Period of Time from Point of Program Entry |  |                                                                                                             |
|                                                                                                                           | 180 Days                                                                |  | Length of “Post” Program (“Post” Program Entry) Evaluation Period                                           |
|                                                                                                                           | 180 Days                                                                |  |                                                                                                             |
|                                                                                                                           | 180 Days                                                                |  | Length of “Pre” Program (“Pre” Program Entry) Evaluation Period                                             |
|                                                                                                                           | 180 Days                                                                |  |                                                                                                             |
| for Whom Results Reported:                                                                                                | 0                                                                       |  | Number of Cases for Whom “Post” (“Post” Program Entry) Results are Reported                                 |
| Results For Program Participants:                                                                                         | 0 %                                                                     |  |                                                                                                             |
| Estimated Number of Additional Current Year Program Participants for Whom Results Will Be Reported Next Year:             | 0                                                                       |  | Results for “Post” (“Post “ Program Entry Program) Evaluation Period                                        |
|                                                                                                                           | 0                                                                       |  |                                                                                                             |
|                                                                                                                           | 0 %                                                                     |  | Number of Current Year Cases for Whom “Post” (“Post” Program Entry) Results will be Reported Next Fiscal    |
|                                                                                                                           | 0 %                                                                     |  |                                                                                                             |
| Current Year Reference Group                                                                                              | 0                                                                       |  | Number of Cases for Whom “Pre” (“Pre” Program Entry) Results are Reported                                   |
|                                                                                                                           | 0                                                                       |  |                                                                                                             |
|                                                                                                                           | 0                                                                       |  | Results for “Pre” (“Pre” Program Entry) Evaluation Period                                                   |
|                                                                                                                           | 0                                                                       |  |                                                                                                             |
|                                                                                                                           | 0                                                                       |  | Number of Current Year Cases for Whom “Pre” (“Pre” Program Entry) Results will be Reported Next Fiscal Year |
|                                                                                                                           | 0                                                                       |  |                                                                                                             |

Equal  
When  
Using  
“Pre –  
Post”

Equal  
When  
Using  
“Pre –  
Post”

## Example Outcome Results Calculations

**Example 1:** Outcome: Arrest Rate (All Arrests)  
 Outcome Measure: Percent  
 Timeframe: While in Program; Averages 240 Days  
 Reference Group: Historical Group Similar to Group that Receives Program Services  
 Goal: Decrease – Magnitude Unknown

| Any Arrests While in Program (Program Participants) |     | Any Arrests During Comparable 240 Day Time Period (Historical Group) |     |
|-----------------------------------------------------|-----|----------------------------------------------------------------------|-----|
| Juvenile 1                                          | Yes | Juvenile H1                                                          | Yes |
| Juvenile 2                                          | No  | Juvenile H2                                                          | Yes |
| Juvenile 3                                          | Yes | Juvenile H3                                                          | Yes |
| Juvenile 4                                          | No  | Juvenile H4                                                          | No  |
| Juvenile 5                                          | No  | Juvenile H5                                                          | Yes |
| Juvenile 6                                          | No  | Juvenile H6                                                          | Yes |
| Juvenile 7                                          | No  | Juvenile H7                                                          | Yes |
|                                                     |     | Juvenile H8                                                          | No  |
|                                                     |     | Juvenile H9                                                          | No  |
|                                                     |     | Juvenile H10                                                         | Yes |

Results for Program Participants:  $2 \div 7 = 28.6\%$  (N=7)

Results for Reference Group:  $8 \div 10 = 80.0\%$  (N=10)

**Example 2:** Outcome: Arrest Rate (All Arrests)  
 Outcome Measure: Percent  
 Timeframe: While in Program; Averages 240 Days  
 Reference Group: Program Participants at an Earlier Point in Time (240 Days Prior to Program Entry)  
 Goal: Decrease – Magnitude Unknown

| Any Arrests While in Program (Program Participants) |     | Any Arrests During 240 Days Prior to Program Entry (Program Participants) |     |
|-----------------------------------------------------|-----|---------------------------------------------------------------------------|-----|
| Juvenile 1                                          | Yes | Juvenile 1                                                                | Yes |
| Juvenile 2                                          | No  | Juvenile 2                                                                | Yes |
| Juvenile 3                                          | Yes | Juvenile 3                                                                | Yes |
| Juvenile 4                                          | No  | Juvenile 4                                                                | No  |
| Juvenile 5                                          | No  | Juvenile 5                                                                | Yes |
| Juvenile 6                                          | No  | Juvenile 6                                                                | No  |
| Juvenile 7                                          | No  | Juvenile 7                                                                | Yes |

Results for Program Participants (While in Program):  $2 \div 7 = 28.6\%$  (N=7)

Results for Reference Group (Prior to Program):  $5 \div 7 = 71.4\%$  (N=7)

**Example 3:** Outcome: Arrest Rate (All Arrests)  
 Outcome Measure: Percent  
 Timeframe: While in Program; Averages 240 Days  
 Reference Group: Prior Program Participants in the County  
 Goal: No Change

| Any Arrests While in Program (Program Participants) |     | Any Arrests During Comparable 240 day Time Period (Prior Program Participants) |     |
|-----------------------------------------------------|-----|--------------------------------------------------------------------------------|-----|
| Juvenile 1                                          | Yes | Juvenile P1                                                                    | Yes |
| Juvenile 2                                          | No  | Juvenile P2                                                                    | No  |
| Juvenile 3                                          | Yes | Juvenile P3                                                                    | Yes |
| Juvenile 4                                          | No  | Juvenile P4                                                                    | Yes |
| Juvenile 5                                          | No  | Juvenile P5                                                                    | No  |
| Juvenile 6                                          | No  | Juvenile P6                                                                    | No  |
| Juvenile 7                                          | No  | Juvenile P7                                                                    | No  |
|                                                     |     | Juvenile P8                                                                    | No  |
|                                                     |     | Juvenile P9                                                                    | No  |

Results for Program Participants:  $2 \div 7 = 28.6\%$  (N=7)

Results for Reference Group:  $3 \div 9 = 33.3\%$  (N=9)

**Example 4:** Outcome: Arrest Rate (All Arrests)  
 Outcome Measure: Mean  
 Timeframe: While in Program; Averages 240 Days  
 Reference Group: Prior Program Participants in the County  
 Goal: Decrease – Magnitude Unknown

| Number of Arrests While in Program (Program Participants) |   | One or More Arrests During Comparable 240 day Time Period (Prior Program Participants) |   |
|-----------------------------------------------------------|---|----------------------------------------------------------------------------------------|---|
| Juvenile 1                                                | 1 | Juvenile P1                                                                            | 2 |
| Juvenile 2                                                | 0 | Juvenile P2                                                                            | 0 |
| Juvenile 3                                                | 2 | Juvenile P3                                                                            | 1 |
| Juvenile 4                                                | 0 | Juvenile P4                                                                            | 3 |
| Juvenile 5                                                | 0 | Juvenile P5                                                                            | 0 |
| Juvenile 6                                                | 0 | Juvenile P6                                                                            | 0 |
| Juvenile 7                                                | 0 | Juvenile P7                                                                            | 0 |
|                                                           |   | Juvenile P8                                                                            | 0 |
|                                                           |   | Juvenile P9                                                                            | 0 |

Results for Program Participants:  $3 \div 7 = .42$  (N=7)

Results for Reference Group:  $6 \div 9 = .67$  (N=9)

**Example 5:** Outcome: Education – Academic Achievement (Grade Point Average)  
 Outcome Measure: Mean  
 Timeframe: At Program Exit; Averages 240 Days  
 Reference Group: None (Absolute Goal)  
 Goal: 3.0

| Grade Point Average at Program Exit |     |
|-------------------------------------|-----|
| Juvenile 1                          | 2.6 |
| Juvenile 2                          | 3.7 |
| Juvenile 3                          | 2.9 |
| Juvenile 4                          | 1.5 |
| Juvenile 5                          | 3.4 |
| Juvenile 6                          | 2.7 |
| Juvenile 7                          | 3.1 |

Results for Program Participants:  $(2.6 + 3.7 + 2.9 + 1.5 + 3.4 + 2.7 + 3.1) \div 7 = 2.84$  (N=7)

Results for Reference Group: N/A