A B C's of Reporting to Your Collaborative Board

Pennsylvania Commission on Crime and Delinquency (PCCD) Performance Measure

Grantees are **required** to report to the Collaborative Board (CB) that supported their grant proposal each quarter (at minimum). Additionally, grantees are to provide a written data report highlighting program outcomes that must be submitted prior to the end of each fiscal year. The written data report must also be attached in E-grants. Meeting minutes or other documentation may also be attached.

> Research shows that creating and maintaining a relationship with a Collaborative Board supports sustainability for evidence-based program (EBP) implementation. Sharing the "future" of a program in the context of sustainability is vital.

Utilize the following advice to help decide what information to include in your reports

Getting Started

- Plan to attend a CB meeting and contact the Community Mobilizer (CTC Boards) and ask to be placed on the agenda.

- Know how the program implementation aligns with the CB's goals. If not familiar with the risk and protective factors the CB is targeting OR what their goals are in the community, make sure to meet with a leader of the CB prior to the first report.

- Bring a copy of the most recent report each time you update the CB on program implementation.

First Quarter

- Overview of the evidence-based program and research (information can be pulled from the EPISCenter FAQs)

- Why you chose the EBP you are implementing (from your grant application)

- How it is connected to the risk and protective factors in your community (from your grant application)

- What your plan is for implementation (how many will be served, when program implementation will start, etc.)

- Share ways the CB can be supportive of EBP implementation (recruitment, training or program resources, sustainability planning)

- Include in E-grants your report to the CB along with handouts or minutes

Second Quarter

- Provide progress on implementation (share briefly successes/challenges)

- Explain your plan for collecting and reporting data

- Share an activity or lesson from your program in a fun way

- Include in E-grants your report to the CB along with handouts or minutes

Third Quarter

- Provide progress on implementation (Share briefly successes/challenges)

- Explain how you monitor implementation quality and why it is important to monitor. What are the methods you use to improve program quality?

- Include in E-grants your report to the CB along with handouts or minutes

Fourth Quarter (written or as a presentation)

- Ask to be placed on the agenda for a "formal" presentation to the CB

- Provide an overview of how the first year of program implementation went (briefly share the highlights, successes, and challenges)

- Highlight the outcomes from the first year of implementation. (utilize the Communicating Outcomes Templates that can be found for each program on the at www.episcenter.psu.edu and your PM calculation spreadsheet.)

- Ask a participant to share how the program impacted them

- Include in E-grants your report to the CB along with handouts or minutes

During subsequent years of grant funding you can continue to report on implementation progress, your success/challenges, and outcomes. Make sure to also look at the targeted risk and protective factors and determine any impact your program may be having on them. Remember that PCCD's Outcomes Reports can also be shared with your CB to help communicate the impact of your program.