

The Joy of Process

Guidelines for Tracking and Documenting Progress.

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Objectives:

- To provide information for improving tracking and documentation of Rape Prevention Education Program
- To provide training to meet reporting requirements as outlined in the Scope of Work.

Definitions

-Theory

An idea about how the world works

-Process

What is happening

How things are accomplished

-Outcome

Results

What was accomplished

-Data

Tracking

Measurements of what is happening and accomplished

-Documentation

Written descriptions of what happened and what was accomplished

-Evaluation

Assessing to what extent what happened influenced what was accomplished

Determining information for improving programs

Additional Definitions

-Strategic Plan - Dr. B. J. Tatro

A practical, action- oriented guide that directs operational planning and resource allocation. It is issue- oriented and usually spans multiple years.

-Operational Plan - Dr. B. J. Tatro

A document that specifies what needs to be accomplished within a given time period to move in the key directions specified in the strategic plan.

Report Requirements

-Project Period

-Summary of the Project

-Highlights and Accomplishments

-Lessons Learned

-Total Budget

-Other funding sources

-Results of evaluations and implications

-Recommendations

- Plans to sustain program
- Products and Project Documentation

Project Period

- Begin and end dates of operation according to contract
- Depends on funding year

Summary of the Project

- How the project met the identified needs
 - Description of target population
 - Who you wanted to serve
 - How you chose who you wanted to serve
 - Research
 - Needs assessment
 - Community requests
 - Who you served
- How the outcome was achieved
- Description of Projects Developed

Curriculum Development

- Focus of curriculum
- Process used to develop the curriculum
 - References
 - Other curricula
 - Journal articles
- Highlights and changes in curriculum
 - Expert review
 - Use of evaluation results

Presentations

- Need for services and how the need is being met
- Process of agreement for delivery of services
- Handling disclosures
- Description of Service Delivery
 - Number of Presentations
 - Schools/ Organizations presented to and relationship to target population
 - Number of Participants
 - Demographics - Sex, Age/ Grade, Race, Language

Linked Services

- Need for services and how need is being met
- Process of agreement for delivery of services
- Handling disclosures
- Description of service delivery
 - Number of people counseled
 - Demographics - Sex, Age/ Grade, Race, Language

- How referred
- Number of counseling sessions
- Average length of time
- Number of disclosures

Hotlines

- Promotion
- Volunteer training and hours
- Description of service delivery
 - Number of calls
 - Repeat callers
 - Crisis vs. Information & Referral/ Reason for call
- Demographics
 - Location
 - Language
 - Sex
 - Age
 - Referrals

Highlights and Accomplishments

- Examples
- Meet/ exceed goals
- Receive awards/ recognition
- Make conference or professional presentations
- Receive mention in the media
- Receive especially positive feedback
- Serve on state or national committees

Lessons Learned

- Barriers and Delays
 - Curriculum/ Project development
 - Evaluation
 - Program expansion
 - Presentations
 - Volunteer recruitment
 - Marketing
- Resolutions

Total Budget

- Personnel
- Employee Related Expenses
- Professional and Outside Services
- Travel Expenses
- Other Operating Expenses
- Capital Outlay Expenses
- Other

Other Funding Sources

- Additional funds acquired
 - Grants
 - Matching funds
 - Donations
 - Fees

Results of Evaluations and Implications

- Process of tool development
- Program satisfaction ratings/ Perceived benefits
- Outcomes
 - Documenting change as a result of services by comparing pre and post test data

Recommendations

- Future plans
 - Program development and delivery
 - ADHS Administration
 - Technical Assistance

Plans to Sustain the Program

- Plans to support program in the future
 - Economically
 - Reproducibility
- Program Expansion
 - Needs assessment
 - Contacts
 - Requests for services
 - Outreach
 - Collaborations
 - Nature of relationship

Products & Project Documentation

- The Curriculum
- Handouts, Overheads, Movies
- Quarterly Data Reports
- Evaluation Tools

Strategic Planning

- Agency Specific Strategic Planning
- Rape Prevention Education Program Strategic Plan Fiscal Year 1998 - Fiscal Year 2000
- Provides a common direction for everyone in the organization and helps to ensure that actions taken are mission- driven and consistent with the organization's core beliefs and values
- Assists the organization to build on strengths and address barriers that might impede progress

-Provides an opportunity to identify alternative courses of action and choose the best course of action from among them

Operational Planning

-Links strategic plans to daily operations so that the day- to- day work of the organization is consistent with the mission, will lead to the vision, and will address the key strategic directions

-Requires that the organization be realistic about the scope of work to be undertaken by linking planned actions to available resources

-Provides for ongoing assessment of progress and identification of barriers so they can be addressed in a timely manner

-Provides a basis for accountability

Strategic Plan 1998- 2000 - Key Directions

-Provide information resources and technical assistance that contribute to heightening awareness and the prevention of sexual coercion and violence.

-Improve communication, coordination, and collaboration among those involved in rape prevention education.

-Contribute to the development of effective rape prevention education programs through the design and implementation of an ongoing evaluation process.

-Build capacity to do effective rape prevention education throughout Arizona.

-Identify need for and support rape prevention education throughout Arizona, including sustaining or expanding successful programs and stimulating the development of new programs.

Summary

-Contract compliance

-Federal funding documentation

-Show your work!