University of Colorado
REACH 2012

PROGRESS REPORTING

Venice Ng, MPH
Evaluation Specialist
Overview

- Objectives of Progress Reporting
- Walk Through
- Subsequent Progress Reports
- Q&A
Progress Reports

- **Required component of your projects**
  - Reports due quarterly

- **Success stories**
  - Separate process

- **Objectives**
  - To inform the REACH team of the progress your organization has made on the project
  - To provide the opportunity to evaluate your work on the project and to make changes
  - To provide the REACH team with the opportunity to identify areas for technical assistance
First Quarterly Progress Report

- Due July 1, 2013
  - Covers the period from April 1-June 30, 2013
- Different from subsequent progress reports:
  - Focus on coalition building
Walk Through

- Link to online reporting form:
  https://redcap.ucdenver.edu/surveys/?s=Y7eear
REACH Quarterly Progress Report

REACH Award recipients are expected to submit reports summarizing grant-related activities at the conclusion of each quarter. Please describe grant-related activities completed during the following reporting period: 4/1/2013-6/30/2013.

For questions about progress reporting, please contact Venice Ng by email (venice.ng@ucdenver.edu) or phone (303-724-7839).

Name of Urban Indian Health Organization
* must provide value

Project Staff Member Completing Report
* must provide value

American Indian Health and Family Services (Detroit, MI)
Gerald L. Ignace Indian Health Center (Milwaukee, WI)
Indian Family Health Clinic (Great Falls, MT)
Indian Health Board of Minneapolis (Minneapolis, MN)
Indian Health Center of Santa Clara Valley (San Jose, CA)
NATIVE Health of Spokane (Spokane, WA)
Native American Community Health Center (Phoenix, AZ)
Native Americans for Community Action (Flagstaff, AZ)
Sacramento Native American Health Center (Sacramento, CA)
San Diego American Indian Health Center (San Diego, CA)
Seattle Indian Health Board (Seattle, WA)
South Dakota Urban Indian Health (Sioux Falls, SD)
REACH Quarterly Progress Report

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Venice Ng

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Save & Return Later
## REACH Quarterly Progress Report

### Coalition Structures

**Did you build a new coalition or join an existing coalition?**
- [ ] New Coalition
- [ ] Existing Coalition

**Did you develop a subgroup of the existing coalition to focus on specific issues related to your project?**
- [ ] Yes
- [ ] No

**Has your coalition developed by-laws or rules of operation?**
- [ ] Yes
- [ ] No

Please upload your bylaws or rules of operation.

**Has your coalition developed a mission statement and/or goals and objectives?**
- [ ] Yes
- [ ] No

Please upload your mission statement.

Please upload your goals and objectives.
Coalition Structures

Did you build a new coalition or join an existing coalition?  
- New Coalition  
- Existing Coalition

Did you develop a subgroup of the existing coalition to focus on specific issues related to your project?  
- Yes  
- No

Has your coalition developed by-laws or rules of operation?  
- Yes  
- No

Upload Document for:
Please upload your bylaws or rules of operation. (bylaws_doc)

Select a file then click the 'Upload Document' button

Please upload your mission statement.

Please upload your goals and objectives.

<< Previous Page  
Next Page >>

Save & Return Later
## REACH Quarterly Progress Report

### Coalition Membership

**How many members are in your coalition?**

* must provide value

5

Below, we will ask you to provide information about each coalition member.

If you joined an existing coalition and created a subgroup related to this project, please provide information about each member in your subgroup.

#### Coalition Member 1

<table>
<thead>
<tr>
<th>Name</th>
<th>Angie Generose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: John Doe</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization</th>
<th>YMCA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Happy Valley Elementary School</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organizational Title</th>
<th>Youth Program Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Principal</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sector Represented</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Role on Coalition</th>
<th></th>
</tr>
</thead>
</table>

#### Coalition Member 2

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: John Doe</td>
<td></td>
</tr>
</tbody>
</table>
## Coalition Membership

**How many members are in your coalition?** 5

* must provide value

Below, we will ask you to provide information about each coalition member.

If you joined an existing coalition and created a new member in your subgroup.

### Coalition Member 1

<table>
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**Role on Coalition**

* must provide value
Coalition Membership

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<td>YMCA</td>
</tr>
<tr>
<td>Organizational Title</td>
<td>Youth Program Manager</td>
</tr>
<tr>
<td>Sector Represented</td>
<td>Youth-serving Organization (e.g. Boys and Girls Club)</td>
</tr>
<tr>
<td>Role on Coalition</td>
<td>Coalition Chair</td>
</tr>
</tbody>
</table>

**Coalition Member 2**

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Role on Coalition</td>
<td>Coalition Vice Chair</td>
</tr>
<tr>
<td></td>
<td>Secretary</td>
</tr>
<tr>
<td></td>
<td>Workgroup Chair</td>
</tr>
<tr>
<td></td>
<td>Workgroup Vice Chair</td>
</tr>
<tr>
<td></td>
<td>Member</td>
</tr>
<tr>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

Examples: John Doe
REACH Quarterly Progress Report

Coalition Meetings

How many coalition meetings were held during the reporting period?  
* must provide value

Below, we will ask you to provide information about each meeting.

Meeting One

What was the date of the meeting?  
* must provide value

How many people attended the meeting?  
* must provide value

Please upload the meeting agenda.

Please upload the meeting minutes.

<< Previous Page  Submit  Save & Return Later
Your survey responses were saved!

You have chosen to stop the survey for now and return at a later time to complete it. To return to this survey, you will need both the survey link and your validation code. See the instructions below.

1.) Validation Code
   A validation code is "required" in order to continue the survey where you left off. Please write down the value listed below.

   Validation Code: hpufcmbz
   * The validation code will NOT be included in the email below.

2.) Survey link for returning
   You may bookmark this page to return to the survey, OR you can have the survey link emailed to you by providing your email address below. For security purposes, the validation code will NOT be included in the email. If you do not receive the email soon afterward, please check your Junk/Spam folder.

   Enter email address
   * Your email address will not be stored.

   Or if you wish, you may continue survey now.
   Continue Survey Now

   Validation code needed to return

   Copy or write down the validation code below. Without it, you will not be able to return and continue this survey. Once you have the code, click Close and follow the other instructions on this page.

   Validation code: hpufcmbz

   Close
## Timeline

- **Due quarterly**

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Reporting Period</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>September 30-December 31</td>
<td>January 1</td>
</tr>
<tr>
<td>2</td>
<td>January 1-March 31</td>
<td>April 1</td>
</tr>
<tr>
<td>3</td>
<td>April 1-June 30</td>
<td>July 1</td>
</tr>
<tr>
<td>4</td>
<td>September 30-September 29</td>
<td>October 1</td>
</tr>
</tbody>
</table>

- **In Year 1**

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1-June 30, 2013</td>
<td>July 1, 2013</td>
</tr>
<tr>
<td>September 30 2012 -September 29, 2013</td>
<td>October 1, 2013</td>
</tr>
</tbody>
</table>
Subsequent Quarterly Progress Reports

- Finalize once CAPs are completed
- Generally
  - Updates on coalition
  - Progress on each PPO, AMO, activity
- Q4 report will be cumulative
Electronic submissions

- We will send you an email with the link
  - One month before each report is due
- Able to save and return to the form
  - Validation Code
  - Survey link
Contact Information

- Venice Ng – Evaluation Specialist
  - Venice.Ng@ucdenver.edu
  - (303) 724-7839

- Angela Brega – Program Evaluator
  - Angela.Brega@ucdenver.edu
  - (303) 724-1470
Questions?