

# **Durham's Partnership for Children**

## **Mid-Year Report Instructions**

[revised June 2010]

**Activity name:** The name of the project funded by Smart Start, e.g. Quality Improvement Project.

**Agency name:** The name of the organization in which the project is based, e.g. Child Care Services Association.

**Year initially funded:** The fiscal year in which the project first received Smart Start funding.

**Project description:** Copy and paste your CAD here.

### ***Table 1: Direct Recipients***

This table is for reporting unduplicated numbers of recipients (clients) with whom you worked directly during this fiscal year. ["Unduplicated" means that each recipient is counted only once per year, regardless of how many times they are served throughout the year.] If you did not work with a particular type of recipient, enter "N/A" for each column in that row.

**Total potential target population:** Total number of potential recipients (e.g., 412 child care teachers in all of Durham County). Please indicate how this number was derived (e.g., county census data, NCPC data, personal experience, etc.)

**Projected number to be served in target population (full year):** Number (of the potential target population) that you projected you would serve at the beginning of the fiscal year (e.g., provide technical assistance to 45 child care teachers).

**Total number actually served to date:** E.g., "We have provided technical assistance to 49 child care teachers so far this year."

NOTE: "Parents/Guardians" refers to any adult who (a) has care giving responsibility for a child, 0-5 years of age; and (b) participates in a DPFC-funded activity. Each "Parent/Guardian" who has care giving responsibility for the same child and also participates in a DPFC-funded activity should be counted, but counted only once.

### ***Table 2: Indirect Recipients***

This table is for reporting unduplicated numbers of recipients with whom you did not work directly, but who were indirectly affected by your work (e.g., 537 children taught by 49 child care teachers). ["Unduplicated" means that each recipient is counted only once per year, regardless of how many times they are served throughout the year.] If you did not have an indirect effect on a particular type of recipient, enter "N/A" for each column in that row.

NOTE: "Parents/Guardians" refers to any adult who (a) has care giving responsibility for a child, 0-5 years of age; and (b) participates in a DPFC-funded activity. Each "Parent/Guardian"

who has care giving responsibility for the same child and also participates in a DPFC-funded activity should be counted, but counted only once.

### **Table 3: Outcomes**

Refer to your current Activity and Evaluation Logic Model when filling out this table.

**Year-End Expected Outcomes:** As listed in your current Activity and Evaluation Logic Model.

**Project Activities:** Briefly describe the project activities related to this outcome.

**Related Outputs/Counts:** Briefly describe the outputs (counts) related to this outcome, as listed in your current Activity and Evaluation Logic Model.

**Year-End Actual Outcomes:** Enter both percentages and numbers (e.g., 93% (56 of 60) of teachers completed 6 credit hours)

### **Table 4: Referrals**

List the organizations (both Smart Start and non-Smart Start) to which you made referrals or from which you received referrals during the first two quarters, using one row for each organization. Indicate the number of referrals you made to each organization and the number of referrals you received from each organization so far this year. If you made or received referrals from more than ten organizations so far this year, please list only the ten organizations to or from which you made or received the most referrals (i.e., no provider should list more than ten organizations in this table).

### **Table 5: Collaborations with other agencies**

List the organizations (both Smart Start and non-Smart Start) with which you collaborated so far this year, using one row for each organization. In the appropriate cell (Community networking, Resources, and/or Activities), categorize and briefly describe, in narrative format, your collaborative interactions with each organization. If desired, more extensive comments regarding collaborative activities may be included in the space below the table.

### **Additional Questions**

**1. Lessons learned:** Describe lessons learned so far this year about things that make your work easier or harder (e.g., Smart Start technical assistance, peer/parent/volunteer support, community collaborations such as RBA, staff stability/turnover, personnel costs such as health insurance, language/literacy barriers, and others you have identified in your work). Please provide details about the impact these factors have had on your work. Where possible, use client feedback data to support your conclusions.

**2. Gaps in services or unmet needs:** In order to help us better assess the nature and extent of the needs that exist in our community, please describe any gaps in services or unmet needs you have noticed while working with your clients so far this year (e.g., critical services that they still

need or needs that are not yet being addressed through existing programs). Where possible, use client feedback data to support your conclusions.

**3. Story that highlights the impact of your project:** Please edit the story with an eye to brevity and to preserving the confidentiality of our clients. In addition to changing client names, please remove any identifying information that could make the particular individual recognizable. For example, you could say the mother of three children under the age of six, rather than giving specific ages. Likewise, if the family moved here from New York in January, you could say that they are new to the area.

**4. Future plans:** Please indicate your plans for the future for your project, how it might change and develop based on what you have learned, etc. This should include any changes you will implement to eliminate factors hindering your work, as well as any new activities or collaborations you described in your proposal for next fiscal year.