

STATE CHILD WELFARE WAIVER DEMONSTRATIONS SUGGESTED PROGRESS REPORT OUTLINES

Version A - Quarterly Progress Report Reporting Period¹:

Guidance: Waiver demonstration terms and conditions stipulate that progress reports must be submitted quarterly until implementation and then semi-annually thereafter. The Initial Design and Implementation Report (IDIR) serves as the first quarterly report. The Quarterly Progress Report outline mirrors that of the IDIR.

In instances where the IDIR is not yet approved, any required content not sufficiently addressed in the IDIR must be addressed in each applicable section of the next Quarterly Progress Report and any subsequent Quarterly Report thereafter as needed.

For each section, provide a summary of new information or activities related to areas not sufficiently addressed in the IDIR or most recent Quarterly Progress Report; describe any additional activities undertaken in the current reporting period; and include planned activities for the subsequent reporting period.

I. Overview

Describe any changes or refinements to the demonstration's overall theory of change since the IDIR and/or most recent Quarterly Progress Report. Provide a rationale for the changes and the process used to develop the refined theory of change. Highlight any new selections or deletions of expected short-term and long-term outcomes of the project, and how and why the demonstration components and associated interventions are expected to address the identified needs of the target population(s).

Summarize any major changes to the design of the demonstration or to the evaluation since the previous quarterly report, or since the submission of the Initial Design and Implementation Report and/or Evaluation Plan. (NOTE: Any major changes to the design of the proposed demonstration or evaluation must be approved by the Children's Bureau before they are implemented.)

II. Clearly Defined Target Population(s)

Describe any changes or refinements to the target population(s) to be served by the demonstration. Provide the rationale for these changes, including activities undertaken to clarify the characteristics and needs of the target population(s)^{*2}. Provide a current estimate the number of children/families who will be initially enrolled in the demonstration.

New information and activities related to areas not sufficiently addressed in the previous reporting period:

¹ Quarterly progress reports are due beginning 90 days after the acceptance of the Terms and Conditions and continuing until implementation. The Initial Design and Implementation Report serves as the first quarterly report. All subsequent reports are due no later than 30 days after the conclusion of each quarterly period.

² For all areas marked with an asterisk*, please refer to the IDIR, the Target Population Template, and/or the Intervention Template for additional information on the specific components as needed.

Additional activities undertaken in the current reporting period:

Planned activities for the upcoming reporting period:

III. Clearly Defined Demonstration Components and Interventions

Describe any changes or refinements to the intervention(s) to be implemented under the demonstration. Provide the rationale for these changes, including activities undertaken to clarify how the intervention(s) will address the various needs of the target population(s) described above, and the existing research and/or data linking the intervention(s) to the intended outcomes of the demonstration.* Provide a status update on the program development or adaptation work that needs to be done to prepare the demonstration for implementation.

New information and activities related to areas not sufficiently addressed in the previous reporting period:

Additional activities undertaken in the current reporting period:

Planned activities for the upcoming reporting period:

IV. Readiness to Implement the Demonstration

Describe activities undertaken to identify the requirements for the system, organizations, and community partners to implement each component of the demonstration as intended. This includes activities to assess the fit of the interventions, and the capacity to implement the demonstration*. If any changes or refinements to the demonstration were necessary as a result of the readiness assessment activities, provide the rationale for these changes. (NOTE: Any major changes to the design of the proposed demonstration or evaluation must be approved by the Children's Bureau before they are implemented.)

New information and activities related to areas not sufficiently addressed in the previous reporting period:

Additional activities undertaken in the current reporting period:

Planned activities for the upcoming reporting period:

V. Progress Made on Work Plan

For each of the sub-sections below, please include a summary of new information and activities related to areas not sufficiently addressed in the previous reporting period; additional activities undertaken in the current reporting period; and planned activities for the upcoming reporting period. This section should address both activities that have been completed to date as well as any that are in progress or that have been delayed. It may be helpful to include an updated work plan or Gantt chart that highlights progress in preparing for implementation. Describe the activities undertaken in each of the following sub-sections*:

- **Developmental/installation activities**, including decisions of how title IV-E dollars will be allocated, and projections of how savings will be realized; selection of, and contracts with, any partnering agencies; hiring and training of staff; supervision and coaching plans; installing or modifying any required data systems³; and plans for initiating service delivery.
- **Teaming and the building of accountable, collaborative governance structure**, including roles and responsibilities of the lead agency, partner organizations, and collaborative partners; standards of quality and safety and practice requirements; implementation teams and communication protocols that link teams; management procedures, positions, and functions; and implementation monitoring process.
- **Communication plan and strategies**, including processes, procedures, and strategies for internal and external communication.
- **Quality assurance**, including the role of continuous quality improvement, monitoring, and evaluation in the demonstration project.
- **Evaluation activities**, including hiring a third-party evaluator; preparing the evaluation for implementation; challenges encountered during the planning and start-up process and the steps taken to address them; and changes to the evaluation design (please see the caveat noted above about securing prior approval from the Children's Bureau).

VI. Major Barriers and Risk Management Strategies

Describe any major barriers or delays encountered in the implementation of the demonstration, as well as the strategies to address them.

³ Activities conducted as part of the demonstration that affect the title IV-E agency's Child Welfare Information System may require the submission of an Advance Planning Document to ensure compliance. See <http://www.acf.hhs.gov/sites/default/files/cb/pi1005.pdf> for more information. Agencies are encouraged to contact the Division of State Systems within CB for further assistance.

Version B - Semi-Annual Progress Report

(Submitted every six months beginning with the first quarter in which implementation begins)

I. Overview

Provide a brief summary of major demonstration activities completed to date, as well of any significant evaluation findings. Summarize any major changes to the design of the demonstration or to the evaluation since the previous semi-annual report (NOTE: Any significant changes to the design of the proposed demonstration or evaluation must be approved by the Children's Bureau before they are implemented).

II. Demonstration Status, Activities, and Accomplishments

Provide a detailed overview of the status of the demonstration in the following areas:

- A. Numbers and types of services provided to date. Note in particular the implementation status of any innovative or promising practices.
- B. Other demonstration activities begun, completed, or that remain ongoing (e.g., introduction of new policies and procedures, staff training).
- C. Challenges to implementation and the steps taken to address them.

This section should address both activities and accomplishments that have been completed to date as well as any that remain in progress or that have been delayed. It may be helpful to include an updated work plan or Gantt chart that highlights progress in implementing the demonstration.

III. Evaluation Status

Provide a detailed overview of the status of the evaluation in the following areas:

- A. Numbers of children and families assigned to the demonstration (including to any comparison/control groups if appropriate); note if current sample sizes differ significantly from original sample size estimates.
- C. Major evaluation activities and events (e.g., primary and secondary data collection, data analysis, database development).
- D. Challenges to the implementation of the evaluation and the steps taken to address them.

IV. Significant Evaluation Findings to Date

Summarize any significant process, outcome, or cost evaluation findings available to date. (NOTE: Evaluation findings may also be presented in a separate report or addendum to the semi-annual progress report prepared by the State's evaluator).

V. Recommendations and Activities Planned for Next Reporting Period

Describe major demonstration and evaluation activities that will be started, continued, or discontinued during the subsequent reporting period. Highlight any recommendations for changes to the design and implementation of the demonstration or evaluation based on challenges encountered during the current or prior reporting period, or based on evaluation findings to date (please see earlier caveat about securing prior approval from the Children's Bureau).