

CHILD WELFARE WAIVER DEMONSTRATIONS SUGGESTED SEMI-ANNUAL PROGRESS REPORT OUTLINE

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) and subsequent Quarterly Progress Reports Template should be used until the IDIR is fully approved. Thereafter, the Semi-Annual Progress Report Template should be submitted every six months throughout the project period, beginning 30 days after the first six months of implementation.

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.
- D. All demonstrations with a trauma focus (e.g., implementing trauma screening, assessment, or trauma-focused interventions) should report on each of the data elements listed below. For activities that are not being implemented as part of the demonstration, please indicate this with "N/A." If information is currently unknown, please indicate an approximate date that the data will be available.
 - Target population(s) age range(s)
 - Type of trauma screens used
 - Number of children/youth screened for trauma
 - Type of trauma/well-being assessments used¹
 - Number of children/youth assessed for well-being/trauma
 - Type of trauma-focused evidence-based interventions (EBI's) used
 - Number of children/youth receiving trauma-focused EBIs²
 - Percentage of children and youth receiving trauma-informed EBIs who report positive functioning at follow up³

¹ Include any trauma and well-being assessments for which data is available.

² Include all children that have received any portion of the EBI(s).

³ A jurisdiction may define "positive functioning" in any manner that is consistent with the definition used for the local evaluation of the waiver demonstration.

- Number of parents/caregivers:
 - Screened for trauma
 - Assessed for trauma
 - Treated for trauma
- Number of clinicians trained in trauma-focused EBIs⁴

Section II 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.
- B. Major evaluation activities and events (e.g., primary and secondary data collection, data analysis, database development).
- C. 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 jurisdiction'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).

VI. Program Improvement Policies

Provide a brief description of the two child welfare program improvement policies (one new, one existing) that were noted in the waiver Terms and Conditions (see Section 2.3). The new policy must be implemented within three years of the waiver demonstration application. Include any relevant information that illustrates that the agency has implemented the new policy within this time frame (e.g., copy of agency policy, program instruction, Legislative Bill or Amendment etc.).

⁴ This may include initial training and follow-up training.