

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

OMB Control No.: 0970-0566
Expiration Date: 03/31/2027

Information from the semi-annual Administration for Children and Families (ACF) performance progress report (PPR) will be used by the Office of Family Assistance (OFA) to meet grants management requirements and by grantees themselves to self-monitor progress and challenges (continuous quality improvement (CQI)). Semi-annual progress reports are due within 30 days of the end of each 6-month reporting period, which are:

- Reporting Period 1: September 30 – March 31; Report Due: April 30
- Reporting Period 2: September 30 – September 29; Report Due: October 30

The PPR consists of the following four parts, with both qualitative and quantitative descriptions of program performance:

Part 1: SF-PPR ACF Performance Progress Report

Found at:

<http://web.archive.org/web/20221217014746/https://www.acf.hhs.gov/grants/discretionary-post-award-requirements>.

Part 2: Appendix B – Qualitative (narrative) description of program indicators:

- B-01 Performance Narrative
- B-02 Major Activities and Accomplishments
- B-03 Problems
- B-04 Significant Findings and Events
- B-05 Dissemination Activities
- B-06 Other Activities
- B-07 Activities Planned for the Next Reporting Period
- B-08 Selected Participant Outcomes

Part 3: Appendix C – Quantitative (numeric) performance measures:

- C-01 Recruitment
- C-02 Applicant Characteristics
- C-03 Program Enrollment
- C-04 Program Participation
- C-05 Quality Assurance and Monitoring (Continuous Quality Improvement)
- C-06 Referrals
- C-07 Implementation Challenges
- C-08 Marketing
- C-09 Participant Outcomes
 - 9.1 Adults
 - 9.2 Youth

Part 4: Federal Financial Report (FFR) SF-425

<http://web.archive.org/web/20221217014746/https://www.acf.hhs.gov/grants/discretionary-post-award-requirements>.

Please address each reporting area. Once you complete the PPR packet, upload it, along with the ACF-OGM-SF-PPR Cover Page, as a Grant Note in GrantSolutions. Please contact your OFA Federal Program Specialist for additional guidance.

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to support program performance monitoring and program improvement activities for Healthy Marriage and Responsible Fatherhood programs. Public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This collection of information is required to retain a benefit (SEC. 403. [42 U.S.C. 603]). The answers you give will be kept private. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0566 and the expiration date is 03/31/2027. If you have any comments on this collection of information, please contact Hannah McInerney at nform2helpdesk@mathematica-mpr.com.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

Part 1: ACF-OGM-SF-PPR Cover Page

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

Part 2: Appendix B – PROGRAM INDICATORS

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

Part 3: Appendix C – PERFORMANCE MEASURES

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

C-01 RECRUITMENT

1. Recruitment methods used during the reporting period

<i>Phone, mail, or email outreach</i>	
<i>Social media (such as Facebook, blogs, or Instagram)</i>	
<i>Street outreach (recruiting people in person in their neighborhoods or places they frequent)</i>	
<i>Referrals from inside your organization</i>	
<i>Referrals from external organizations</i>	
<i>On-site recruitment at external agencies or events</i>	
<i>Other</i>	

2. Agencies and organizations that provided referrals during the reporting period

<i>Hospitals, maternity clinics, or doctors' offices</i>	
<i>Schools</i>	
<i>Places of worship or faith-based community centers</i>	
<i>Child support agencies (voluntary enrollment)</i>	
<i>Child support agencies (court ordered to enroll in a program like this)</i>	
<i>Employment assistance centers or one-stops</i>	
<i>Temporary Assistance for Needy Families (TANF) offices</i>	
<i>Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) agencies</i>	
<i>Head Start</i>	
<i>Healthy Start</i>	
<i>Child protective services (voluntary enrollment)</i>	
<i>Child protective services (court ordered to enroll in a program like this)</i>	
<i>Other child welfare agencies (voluntary enrollment)</i>	
<i>Other child welfare agencies (court ordered to enroll in a program like this)</i>	
<i>Probation and parole</i>	
<i>Correctional facilities</i>	
<i>External organizations</i>	
<i>Self-referrals</i>	
<i>Other</i>	

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

3. FTE staff dedicated to recruitment during the reporting period

	Number of staff
<i><1 FTE</i>	
<i>1 to 1.9 FTE</i>	
<i>2 to 2.9 FTE</i>	
<i>3 to 3.9 FTE</i>	
<i>4 to 4.9 FTE</i>	
<i>5 or more FTE</i>	

4. Program applicants (during the reporting period) who reported hearing about the program through each source

	Percent of applicants ^a
<i>My school offered the program or class</i>	
<i>Newspaper ad, billboards, or a flyer</i>	
<i>Radio ad, TV commercial, or news story</i>	
<i>Internet ad or social media such as Facebook, Twitter</i>	
<i>Government agency, such as the Office of Child Support Enforcement, TANF, WIC, Child Welfare (CPS), parole/probation office, other agency</i>	
<i>Community organization, such as a school, hospital, maternity clinic, doctor's office, place of worship, Head Start, or Healthy Start center</i>	
<i>Program offered in prison or criminal justice facility</i>	
<i>Program staff in the community or at a community event, such as a street fair</i>	
<i>Word of mouth (friends, family, acquaintances)</i>	
<i>Other</i>	

^a Applicants may provide multiple responses, so total may exceed 100 percent.

5. Primary reason applicant chose to enroll in the program

	Percent of applicants
<i>To learn about being a better parent</i>	
<i>To learn how to improve my personal relationships, such as with my partner or co-parent</i>	
<i>To find a job or a better job</i>	
<i>To meet a school requirement</i>	
<i>Friends were coming</i>	
<i>Spouse/partner asked them to come</i>	
<i>Parole/probation officer told them to enroll in a program like this</i>	
<i>A court ordered them to enroll in a program like this</i>	
<i>None of the above</i>	

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

C-02 APPLICANT CHARACTERISTICS

1. Demographic characteristics

	Percent of applicants
1. Sex	
<i>Female</i>	
<i>Male</i>	
2. Age	
<i>13 – 15 years</i>	
<i>16 – 17 years</i>	
<i>18 – 20 years</i>	
<i>21 – 24 years</i>	
<i>25 – 34 years</i>	
<i>35 – 44 years</i>	
<i>45 – 54 years</i>	
<i>55 years or older</i>	
3. Grade	
<i>Less than 9th grade</i>	
<i>9th grade</i>	
<i>10th grade</i>	
<i>11th grade</i>	
<i>12th grade</i>	
<i>Working toward a GED</i>	
<i>College</i>	
<i>Vocational/technical training or other post-high school education</i>	
4. Race ^a	
<i>American Indian or Alaska Native</i>	
<i>Asian</i>	
<i>Black or African American</i>	
<i>Native Hawaiian or other Pacific Islander</i>	
<i>White</i>	
<i>Other</i>	
5. Ethnicity	
<i>Hispanic or Latino</i>	
<i>Not Hispanic or Latino</i>	
6. Primary language	
<i>English</i>	
<i>Spanish</i>	
<i>English and Spanish equally</i>	
<i>Other</i>	

^a Applicants may provide multiple responses, so total may exceed 100 percent.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

2. Financial well-being

	Percent of applicants
1. Educational attainment	
<i>No degree or diploma earned</i>	
<i>General Educational Development (GED)</i>	
<i>High school diploma</i>	
<i>Vocational/technical certification</i>	
<i>Some college, but no degree</i>	
<i>Associate's degree</i>	
<i>Bachelor's degree</i>	
<i>Master's degree or advanced degree</i>	
2. Employment status ^a	
<i>Full-time employed (usually work 35 or more hours a week)</i>	
<i>Part-time employed (usually work 1-34 hours a week)</i>	
<i>Employed but number of hours change from week to week</i>	
<i>Temporary, occasional, or seasonal employment, or odd jobs for pay</i>	
<i>Stay at home parent or homemaker</i>	
<i>Not currently employed</i>	
<i>Actively looking for work (among those not currently employed and stay at home parents only)</i>	
3. Receipt of assistance in the past month by anyone in the household	
<i>Temporary Assistance for Needy Families (TANF)</i>	
<i>Supplemental Security Income (SSI)</i>	
<i>Social Security Disability Insurance (SSDI)</i>	
<i>Supplemental Nutrition Assistance Program (SNAP)/Food stamps</i>	
<i>Women, Infants, and Children (WIC)</i>	
<i>Unemployment insurance</i>	
<i>Housing choice voucher (sometimes called Section 8)</i>	
<i>Cash assistance</i>	
<i>Child support</i>	
4. Earnings in past 30 days	
<i>No earnings in the past 30 days</i>	
<i>\$1 – \$499</i>	
<i>\$500 – \$1,000</i>	
<i>\$1,001 – \$2,000</i>	
<i>\$2,001 – \$3,000</i>	
<i>\$3,001 – \$4,000</i>	
<i>\$4,001 – \$5,000</i>	
<i>More than \$5,000</i>	

^a Applicants may provide multiple responses, so total may exceed 100 percent.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

3. Family status

	Percent of applicants
1. Marital status	
<i>Married</i>	
<i>Engaged</i>	
<i>Separated</i>	
<i>Divorced</i>	
<i>Widowed</i>	
<i>Never married/single</i>	
2. Non-marital partner status	
<i>No current partner (unpartnered or single)</i>	
<i>Romantically involved or in a committed relationship with someone on a steady basis</i>	
<i>Involved in an on-again and off-again relationship</i>	
3. Living with partner	
<i>All of the time</i>	
<i>Most of the time</i>	
<i>Some of the time</i>	
<i>None of the time</i>	
4. Applicant or partner is pregnant	
5. Average number of biological and adopted children younger than 24 years old (not including current pregnancies)	
6. Average number of biological and adopted children who are 24 or younger who live with applicants all or most of the time	
7. Average number of non-biological and non-adopted children who are 24 or younger and who live with applicants all or most of the time	
8. Actively engaged in raising a child or youth up to age 24 who is the child of a partner or relative, but not the biological or legally adopted child the applicant	
9. Foster care status (among applicants under 21 only)	
<i>Never been in foster care</i>	
<i>Left foster care over 6 months ago</i>	
<i>Recently (in the past 6 months) left foster care</i>	
<i>Currently in foster care</i>	
<i>Not sure</i>	

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

Characteristics of Adult Couple and Individual Clients at Beginning of Program

4. Relationships/Marriage

Outcome	Average score	Range	Number of respondents
Attitudes about marriage			
Believes that it is better for children if their parents are married		1 (strongly agree) to 4 (strongly disagree)	
Believes that living together is just the same as being married		1 (strongly agree) to 4 (strongly disagree)	
Conflict management (only those with a partner)			
Negative conflict management skills (5-item scale) <ul style="list-style-type: none"> • My partner/spouse was rude or mean to me when we disagree • My partner/spouse seemed to view my words or actions more negatively than I meant them to be • Our arguments became very heated • Small issues suddenly became big arguments • My partner/spouse or I stayed mad at one another after an argument 		5 (never) – 20 (often)	
Satisfaction with how conflict with partner is handled		1 (very satisfied) to 3 (not at all satisfied)	

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

5. Parenting

Outcome	Average score	Range	Number of respondents
Nurturing parenting ^a			
Tries to comfort child when he/she is upset		1 (never) to 4 (often)	
Spends time with child doing what he/she likes to do		1 (never) to 4 (often)	
Discipline ^a			
Hits, spansks, grabs, or uses physical punishment		1 (yes) 0 (no)	
Yells, shouts, or screams at child when he/she is mad at him/her		1 (yes) 0 (no)	
Talks about what child did wrong		1 (yes) 0 (no)	
Co-parenting			
Works well with co-parent in parenting child		1 (strongly agree) to 4 (strongly disagree)	

^a Responses averaged across respondent's youngest and oldest children, if applicable.

6. Job and career advancement

Outcome	Average score	Range	Number of respondents
Willing to work			
I would like to learn new job skills		1 (strongly agree) to 4 (strongly disagree)	
I feel confident in my ability to conduct an effective job search for a job I want		1 (strongly agree) to 4 (strongly disagree)	

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

Characteristics of Youth Clients at Beginning of Program

7. Marriage and relationship attitudes

Outcome	Average score	Range	Number of respondents
Marriage beliefs			
It is okay to live with a boyfriend/girlfriend without being married		1 (strongly agree) to 4 (strongly disagree)	
It is okay to have kids without being married		1 (strongly agree) to 4 (strongly disagree)	
Attitudes about intimate partner violence/teen dating violence			
Believes that sometimes physical violence, such as hitting or pushing, is the only way to express feelings		1 (strongly agree) to 4 (strongly disagree)	
Believes that it's okay to stay in a relationship even if afraid of boyfriend/girlfriend		1 (strongly agree) to 4 (strongly disagree)	

8. Attitudes about sex

Outcome	Average score	Range	Number of respondents
Believes that two people in love do not need to use condoms or birth control		1 (strongly agree) to 4 (strongly disagree)	
Would find it hard to say "no" if boyfriend/girlfriend pressured for sex		1 (strongly agree) to 4 (strongly disagree)	

9. Relationship skills

Outcome	Average score	Range	Number of respondents
I have the skills needed for a lasting, stable romantic relationship		1 (strongly agree) to 4 (strongly disagree)	
I am able to recognize the warning signs of a bad relationship		1 (strongly agree) to 4 (strongly disagree)	

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

10. Parenting

Outcome	Average score	Range	Number of respondents
Nurturing parenting			
Tries to comfort child when he/she is upset		1 (never) to 4 (often)	
Spends time with child doing what he/she likes to do		1 (never) to 4 (often)	
Discipline (if live with child)			
Talks about what child did wrong		1 (yes) 0 (no)	
Hits, spans, grabs, or uses physical punishment		1 (yes) 0 (no)	
Yells, shouts, or screams at child because mad at him/her		1 (yes) 0 (no)	
Frequency saw child in past month (if do not live with child)			
Every day or almost every day (%)		0–100	
One to three times a week (%)		0–100	
One to three times a month (%)		0–100	
Did not see child in past month (%)		0–100	

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

C-03 PROGRAM ENROLLMENT

1. Screening for intimate partner violence or teen dating violence

	Applicants screened for intimate partner violence or teen dating violence	
	#	%
Number and proportion of applicants screened for intimate partner violence or teen dating violence		

2. Enrollment targets and actual enrollment

	Number of adult couples^a	Number of adult individuals	Number of youth
Enrollment target for the grant year			
Enrolled since the beginning of grant year through the end of reporting period			
<i>% of grant-year target met to date</i>			

^a The number of adult couples is the number of couple units.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

C-04 PARTICIPATION

1. Initial participation

	Adult couples		Adult individuals		Youth	
	#	% ^a	#	% ^a	#	% ^a
<i>Participated in their first <u>program service</u> (workshop or individual service contact) during the time period shown</i>						
<i> Within 1 week of program enrollment</i>						
<i> Between 2 and 4 weeks of program enrollment</i>						
<i> Between 1 and 2 months of program enrollment</i>						
<i> More than 2 months since program enrollment</i>						
<i> Not yet participated in a service</i>						
<i>Participated in their first <u>workshop session series occurrence</u> during the time period shown</i>						
<i> Within 1 week of program enrollment</i>						
<i> Between 2 and 4 weeks of program enrollment</i>						
<i> Between 1 and 2 months of program enrollment</i>						
<i> More than 2 months since program enrollment</i>						
<i> Not yet participated in a workshop session series occurrence</i>						

^a Denominator is all clients/couples enrolled during reporting period.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

2.a Attendance at workshops

The table(s) in this section reports participation only for session series that are completed.

nFORM generates a table that reports on participation for each workshop offered by the grantee. The primary population served, workshop name, workshop activities, workshop elements, and workshop type automatically fill from what grantees enter in nFORM.

Example of nFORM-Generated Table on Participation:

Primary Population Served: Workshop Name: Workshop Activities: Workshop Elements: Workshop Type:	Adult couples	
	#	%^a
Workshop Retention		
Did not attend any workshop session series hours		
Attended 1 to 24% of all workshop session series hours		
Attended 25 to 49% of all workshop session series hours		
Attended 50 to 74% of all workshop session series hours		
Attended 75 to 89% of all workshop session series hours		
Attended 90 to 99% of all workshop session series hours		
Attended 100% or more of all workshop session series hours		

^a Denominator is all clients/couples enrolled during reporting period who are registered for/or attended the named workshop.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

2.b Primary Workshop Participation

The tables in this section report participation in all session series, both series that are completed and series that are still in progress, where attendance has been fully recorded.

Table 1: Cumulative participation in primary workshop hours through end of reporting period

	Target hours (current grant year)	Average hours	Average %
Adult individuals			
Grant year 5— Participation in primary workshop hours for clients enrolled in grant year 5			
Grant year 4— Participation in primary workshop hours for clients enrolled in grant year 4			
Grant year 3— Participation in primary workshop hours for clients enrolled in grant year 3			
Grant year 2— Participation in primary workshop hours for clients enrolled in grant year 2			
Grant year 1— Participation in primary workshop hours for clients enrolled in grant year 1			

NOTE: Table 1 includes clients/couples enrolled from start of grant year 1 through reporting period end date who have attended at least one primary workshop session.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

Table 2: Achievement of participation benchmarks during reporting period

Adult individuals	Count of clients achieving benchmark in current grant year						Target count of clients for benchmark (TGT)	Percent of target met (PCT=T C/TGT)
	Clients enrolled in grant year 1 (GY1)	Clients enrolled in grant year 2 (GY2)	Clients enrolled in grant year 3 (GY3)	Clients enrolled in grant year 4 (GY4)	Clients enrolled in grant year 5 (GY5)	Total clients (TC=sum of all GYs)		
Benchmarks for participation in primary workshops (BP)								
Initial attendees: Attended at least one primary workshop session								
Halfway attendees: Attended at least 50% of primary workshop hours								
Completed clients: Attended at least 90% of primary workshop hours								
Fully finished clients: Attended at least 100% of primary workshop hours								

NOTE: Table 2 includes clients/couples enrolled from start of grant year 1 through reporting period end date who have achieved at least one benchmark during the selected reporting period; only clients in populations with participation benchmark targets in the selected reporting period are included. Enrollment numbers for the current grant year may be found in [QPR or PPR] Section [B-01 or C-03]. For other grant years, refer to past QPRs/PPRs or the enrollment tab of the query tool.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

Table 2 Columns:

Column (BP) lists the benchmarks for client participation in primary workshops for which ACF requires grantees to set annual targets and measure progress towards those targets. The grantee's current grant year targets for each benchmark are presented in column (TGT). Progress towards the targets is measured based on client participation in the grant year in both completed and ongoing workshop session series, where session attendance has been fully recorded.

Columns GY1 to GY5 include the count of clients enrolled in each grant year who achieved the respective benchmark for participation in the current grant year. Columns are only shown for the current and prior grant years. For participation among those enrolled in the current grant year, the rows are measured cumulatively such that those who attended at least 100% are included in the "attended at least one" row as well.

Column (TC) is the total count of clients who achieved each benchmark in the grant year, whether the clients were enrolled in the current or prior grant years (sum of all GY columns). Column (TGT) is the grantee-established target for the number of clients who will achieve each participation benchmark during the grant year, regardless of when they enrolled.

Column (PCT) is the percent of the target met for each participation benchmark.

Section 2b. tables 1 and 2 (including footnotes) repeat for each applicable population.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

3. Substantive Individual Service Contacts

3a. Client receipt of substantive individual service contacts (ISCs)	Community couples		Community individuals		Reentering individuals	
	#	%	#	%	#	%
Cumulative number of substantive ISCs received						
None						
One to four						
Five to seven						
Eight or more						

Note: The numerator for percentage calculations of substantive individual service contacts received (and the value in the # column(s)) is the count of clients/couples who have received the specified range of substantive individual service contacts since enrollment. The denominator for percentage calculations is all clients/couples in the identified population enrolled since April 7, 2021, whether or not they have received substantive individual service contacts.

3b. Average cumulative number of substantive ISCs received per client/couple through end of reporting period	Community couples	Community individuals	Reentering individuals
Average cumulative number received per client/couple through end of reporting period	Average #	Average #	Average #
Enrolled across all grant years			
Enrolled in grant year 5			
Enrolled in grant year 4			
Enrolled in grant year 3			
Enrolled in grant year 2			
Enrolled in grant year 1			

Note: The numerator for calculations of average substantive individual service contacts received is the cumulative count of substantive individual service contacts received by all clients/couples in the specified population who were enrolled in the specified grant year. The denominator for average calculations is all clients/couples in the identified population enrolled in the specified grant year, whether or not they have received substantive individual service contacts.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

C-05 QUALITY ASSURANCE AND MONITORING (CONTINUOUS QUALITY IMPROVEMENT)

1. Staff training

1a. In the reporting period, did the following staff receive their initial training on the program curriculum(a)?	Yes	No	Do not have this position on staff
a. Facilitators			
b. Case managers			
c. Employment specialists			
d. Supervisors			
e. Program managers			
f. Other program staff			

1b. In the reporting period, did the following staff receive follow-up or refresher training on the program curriculum(a)?	Yes	No	Do not have this position on staff
a. Facilitators			
b. Case managers			
c. Employment specialists			
d. Supervisors			
e. Program managers			
f. Other program staff			

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

1c. In the reporting period, did the following staff receive training other than on the program curriculum(a)?	Yes	No	Do not have this position on staff
a. Facilitators			
b. Case managers			
c. Employment specialists			
d. Supervisors			
e. Program managers			
f. Other program staff			

2. Frequency of direct observation

Were the following staff observed by a supervisor or another experienced facilitator in the reporting period?	Yes	No
a. Facilitators hired in the reporting period		
b. Experienced facilitators		

3. Staff supervision

In the reporting period, on average, how often did the following staff meet with their supervisors one-on-one?	At least weekly	Biweekly	Monthly	Once	Not in reporting period	Do not have this position on staff
a. Facilitators						
b. Case managers						
c. Employment specialist						
d. Supervisors						
e. Program managers						
f. Other program staff						

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

4. Staff meetings

In the reporting period, how often were staff meetings held (such as discussions about CQI and team-building meetings) that included the following staff?

	At least weekly	Biweekly	Monthly	Once	Not in reporting period	Do not have this position on staff
a. Facilitators						
b. Case managers						
c. Employment specialists						
d. Supervisors						
e. Program managers						
f. Other program staff						

5. Caseloads

	Average
Average number of participants assigned to each case manager	

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

C-06 REFERRALS

	Adult couples		Adult individuals		Youth	
	#	%	#	%	#	%
Number of referrals participants received during reporting period						
<i>No referrals</i>						
<i>One to four referrals</i>						
<i>Five to eight referrals</i>						
<i>More than eight referrals</i>						
<i>Average number of referrals</i>						
Number of participants who followed-up on referrals (of those who received at least one referral)						
<i>Did not follow-up on any referrals</i>						
<i>Followed-up 1 to 50% of referrals received</i>						
<i>Followed-up on 51% or more of referrals received</i>						
<i>Unknown</i>						

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

C-07 IMPLEMENTATION CHALLENGES

1. Common implementation challenges

	Not a problem	Somewhat of a problem	A serious problem
a. Obtaining referrals from external organizations			
b. Recruiting participants			
c. Enrolling the intended target population			
d. Getting enrollees to start participating in services			
e. Getting enrollees to attend regularly			
f. Keeping participants engaged during sessions			
g. Getting enrollees to complete the program			
h. Recruiting qualified staff			
i. Maintaining staff performance			
j. Ensuring facilitators understand content			
k. Covering all program content in the time allotted			
l. Implementing curriculum with fidelity			
m. Having adequate program facilities			
n. Cooperation of recruitment and referral sources			
o. Working with service delivery partners			
p. Experiencing extreme weather or natural disasters			
q. Getting participants to complete pre-test or post-test			
r. Retaining staff			
s. Filling open staff positions			
t. Providing comprehensive case management services			
u. Providing grant-funded participation supports			
v. Entering and reporting data			

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

2. Staff hiring and turnover

	Full time staff	Part time staff
Number of staff funded by the grant during the reporting period		
Number of staff funded by the grant who left during the reporting period		
Number of staff funded by the grant who started during the reporting period		

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

C-08 MARKETING

1. Advertising purchased, donated, or conducted during the reporting period

<i>Newspaper ads or publicity</i>	
<i>TV spots</i>	
<i>Billboards, including those on public transportation or bus stop (that is, bench ads)</i>	
<i>Radio ad or announcements</i>	
<i>Internet ads</i>	
<i>Social marketing (such as Facebook or Twitter)</i>	
<i>Flyers</i>	
<i>Presentations to external organizations</i>	
<i>Word-of-mouth campaign/outreach by program graduates</i>	
<i>Other</i>	

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

C-09 PARTICIPANT OUTCOMES

1. Characteristics of Adult Couple and Individual Clients at Program Exit

A. Relationships/Marriage

Outcome	Average posttest score	Range	Number of respondents
Attitudes about marriage			
Believes that it is better for children if their parents are married		1 (strongly agree) to 4 (strongly disagree)	
Believes that living together is just the same as being married		1 (strongly agree) to 4 (strongly disagree)	
Relationship status (%)			
Married		0 – 100	
Engaged		0 – 100	
Separated		0 – 100	
Divorced		0 – 100	
Widowed		0 – 100	
Never married		0 – 100	
Conflict management (only those with a partner)			
Negative conflict management skills (5-item scale) <ul style="list-style-type: none"> • My partner/spouse was rude or mean to me when we disagree • My partner/spouse seemed to view my words or actions more negatively than I meant them to be • Our arguments became very heated • Small issues suddenly became big arguments • My partner/spouse or I stayed mad at one another after an argument 		5 (never) – 20 (often)	

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

Outcome	Average posttest score	Range	Number of respondents
Positive conflict management skills (7-item scale) <ul style="list-style-type: none"> • My partner/spouse and I were good at working out our differences • I felt respected even when my partner/spouse and I disagree • When my partner/spouse and I had a serious disagreement, we worked on it together to find a resolution • When my partner/spouse had a serious disagreement, we discussed our disagreements respectfully • During arguments, my partner/spouse and I were good at taking breaks when we needed them • When my partner/spouse and I argued, past hurts got brought up again (reverse coded) • My partner/spouse understands that there are times when I do not feel like talking and times when he/she does 		7 (never) – 28 (often)	
Satisfaction with how conflict with partner is handled		1 (very satisfied) to 3 (not at all satisfied)	
Commitment to marriage (only those who are married)			
View marriage as lifelong		1 (strongly agree) to 4 (strongly disagree)	

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

B. Parenting

Outcome	Average posttest score	Range	Number of respondents
Nurturing parenting ^a			
Happy being with child		1 (never) to 4 (often)	
Feels very close to child		1 (never) to 4 (often)	
Tries to comfort child when she/he is upset		1 (never) to 4 (often)	
Spends time with child doing what he/she likes to do		1 (never) to 4 (often)	
Discipline ^a			
Hits, spans, grabs, or uses physical punishment		1 (yes) 0 (no)	
Yells, shouts, or screams at child when he/she is mad at him/her		1 (yes) 0 (no)	
Talks about what child did wrong		1 (yes) 0 (no)	
Helpfulness of program for parenting			
Overall, how helpful the program was for parenting		1 (not at all) to 5 (extremely helpful)	
		Not addressed by program	
Co-parenting			
Works well with co-parent in parenting child		1 (strongly agree) to 4 (strongly disagree)	
Helpfulness of program for co-parenting			
Overall how helpful the program was for co-parenting		1 (not at all) to 5 (extremely helpful)	
		Not addressed by program	

^a Responses averaged across respondent's youngest and oldest children, if applicable.

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

C. Job and career advancement

Outcome	Average posttest score	Range	Number of respondents
Willing to work			
I would like to learn new job skills		1 (strongly agree) to 4 (strongly disagree)	
I feel confident in my ability to conduct an effective job search for a job I want		1 (strongly agree) to 4 (strongly disagree)	
Current employment status (%)			
Full-time employment (usually work 35 hours or more a week)		0–100	
Part-time employment (usually work 1 – 34 hours a week)		0–100	
Employed, but hours vary		0–100	
Temporary, occasional, or seasonal employment, or odd jobs for pay		0–100	
Stay-at-home parent or homemaker			
Not currently employed		0–100	
Actively looking for work		0–100	
In school, working toward GED, or in college or other post-high school education		0–100	
Employment stability			
Length of time in current job		To be determined	
Perceived improvements in money management			
Overall, how helpful the program was for financial well-being		1 (not at all) to 5 extremely helpful)	
		Not addressed by program	

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

D. Program perceptions

Outcome	Average posttest score	Range	Number of respondents
Overall, how helpful the program was		1 (not at all) to 5 (extremely helpful)	

2. Characteristics of Youth Clients at Program Exit

A. Marriage and relationship attitudes

Outcome	Average posttest score	Range	Number of respondents
Marriage beliefs			
It is okay to live with a boyfriend/girlfriend without being married		1 (strongly agree) to 4 (strongly disagree)	
It is okay to have kids without being married		1 (strongly agree) to 4 (strongly disagree)	
Expectations			
Expect to have a healthy marriage with one person for life		1 (almost no chance) to 5 (almost certain chance)	
Expect to live with boyfriend/girlfriend without being married		1 (almost no chance) to 5 (almost certain chance)	
Expect to have a child without being married		1 (almost no chance) to 5 (almost certain chance)	
Attitudes about intimate partner violence			
Believes that sometimes violence is the only way to express feelings		1 (strongly agree) to 4 (strongly disagree)	
Believes that it's okay to stay in a relationship even if afraid of partner		1 (strongly agree) to 4 (strongly disagree)	
Ended unhealthy relationship			
Ended an <u>emotionally</u> unhealthy or abusive relationship since completing the program (%)		0 – 100	
Ended a <u>physically</u> unhealthy or abusive relationship since completing program (%)		0 – 100	

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

B. Attitudes about sex

Outcome	Average posttest score	Range	Number of respondents
Believes that two people in love do not need to use condoms or birth control		1 (strongly agree) to 4 (strongly disagree)	
Would find it hard to say "no" if boyfriend/girlfriend pressured for sex		1 (strongly agree) to 4 (strongly disagree)	

C. Relationship skills

Outcome	Average posttest score	Range	Number of respondents
I have the skills needed for a lasting, stable romantic relationship		1 (strongly agree) to 4 (strongly disagree)	
I am able to recognize the warning signs of a bad relationship		1 (strongly agree) to 4 (strongly disagree)	

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

D. Parenting

Outcome	Average posttest score	Range	Number of respondents
Nurturing parenting (if live with child)			
Happy being with child		1 (never) to 4 (often)	
Feels very close to child		1 (never) to 4 (often)	
Tries to comfort child when she/he is upset		1 (never) to 4 (often)	
Spends time with child doing what he/she likes to do		1 (never) to 4 (often)	
Discipline (if live with child)			
Talks about what child did wrong		1 (yes) 0 (no)	
Hits, spansks, grabs, or uses physical punishment		1 (yes) 0 (no)	
Yells, shouts, or screams at child because mad at him/her		1 (yes) 0 (no)	
Frequency saw child in past month (if do not live with child)			
Every day or almost every day (%)		0–100	
One to three times a week (%)		0–100	
One to three times a month (%)		0–100	
Did not see child in past month (%)		0–100	

E. Program perceptions

Outcome	Average posttest score	Range	Number of respondents
Overall, how helpful the program was		1 (not at all) to 5 (extremely helpful)	

PERFORMANCE PROGRESS REPORT
Office of Family Assistance
Healthy Marriage and Responsible Fatherhood Grant Program
REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS

Part 4: Federal Financial Report