**Agency**:

**Grant Number**:

**Review of FY 2019 Program Performance Measures/Standards**

**For each item below, provide a brief summary of activities in the text box provided. If timeline wasn’t met (or is anticipated not be met), explain why not. Include a revised anticipated due date, if applicable.** *(0 points)*

**For applicants that have not previously received this award, please enter N/A in the fields below.**

| **Activity** |
| --- |
| The evaluation team will meet at least twice a year with ICJIA and SFS grantees to discuss evaluation reports, evaluation protocols, data entry procedures, etc. (Ongoing)  |
| Provide evaluation training and technical assistance to grantees (Ongoing)  |
| Convert online MSAccess data from sites into SPSS (or similar statistical software) data. Merge data from all sites together for each evaluation measure (Background Information Form (BIF), Ages and States Questionnaire (ASQ), Ages and States Questionnaire Social-Emotional Development (ASQ-SE), Safe From the Start Questionnaire (SSQ), Parent Stress Index (PSI), Child Behavior Checklist (CBCL), Child and Caregiver Completion of Services forms).  |
| Clean and organize SPSS (or similar statistical software) data or similar statistical software. Match pre, interim, post, and follow-up data for each repeated measure (ASQ-SE, PSI, and CBCL). Examine data for out-of-range errors, outliers, and begin to analyze data for the Year End Report.  |
| Submit 1st Quarterly Fiscal Report and 1st Quarterly Evaluation Report to ICJIA detailing the development of the study to date and major tasks completed as outlined in the proposal milestone chart. Summarize 1st Quarter Data from grantees; provide grantees with data receipts. |
| Submit continuing IRB review application to the Institutional Review Board and adhere to the Code of Federal Regulations, 45 CFR 46, as applicable. |
| Submit draft aggregate Year End report comparing SFS data across sites and across years to ICJIA. The report must of publishable quality. The interim report should be similar to the final report in design and substance and document progress and findings to date.  |
| Review draft Year End reports with ICJIA to identify corrections, revisions, and suggestions for additional analyses and data summaries. Continue to review and revise as necessary with ICJIA.  |
| Submit draft Individual Year End site reports to ICJIA.  |
| The SFS database will reflect any updated SFS protocol as approved by ICJIA.  |
| Submit 2nd Quarterly fiscal report and 2nd Quarterly evaluation report to ICJIA detailing the development of the study to date and major tasks completed as outlined in the proposal milestone chart. Summarize 2nd Quarter Data from grantees; provide grantees with data receipts.  |
| Convert online MSAccess data from sites into SPSS (or similar statistical software) data or similar statistical software. Merge data from all sites together for each evaluation measure (BIF, ASQ, ASQ-SE, SSQ, PSI, CBCL, Child and Caregiver Completion of Services forms).  |
| Submit final aggregate report. The report must be of publishable quality, and must include an executive summary, documentation of overall research findings and final policy recommendations.  |
| Submit final individual Year end site reports to ICJIA  |
| Submit final individual Year end site reports to each site  |
| Clean and organize SPSS (or similar statistical software) data or similar statistical software. Match pre, interim, post, and follow-up data for each repeated measure (ASQ-SE, PSI, and CBCL). Examine data for out-of-range errors, outliers, etc. in preparation for Promising Practices analyses.  |
| Submit 3rd Quarterly fiscal report and 3rd quarterly evaluation report to ICJIA detailing the development of the study to date and major tasks completed as outlined in the proposal milestone chart. Summarize 3rd Quarter Data from grantees; provide grantees with data receipts.  |
| A draft Promising Practices report describing the relationship between treatment characteristics and child outcomes will be submitted to ICJIA. The draft report should be similar to the final report in design and substance and document progress and findings to date.  |
| Review draft Promising Practices report with ICJIA to identify corrections, revisions and suggestions for additional analyses. Continue to review and revise as necessary.  |
| Submit 4th Quarterly expense report and 4th quarterly evaluation report to ICJIA detailing the development of the study to date and major tasks completed as outlined in the proposal milestone chart.  |
| Summarize 4th Quarter Data from grantees; provide grantees with data receipts.  |
| Final Promising Practice report describing the relationship between treatment characteristics and child outcomes is due. The Final Promising Practice report must be of publishable quality, and must include an executive summary, documentation of overall research findings and final policy recommendations.  |

**FY2020 Project Description**

1. **Describe your extensive history researching state-funded childhood exposure to violence programs targeting children 0 to 5 and their families and with experience providing technical assistance to state-funded childhood exposure to violence grantees.** *(10 points)*
2. **Summarize the Safe From the Start evaluation project. The response must demonstrate a sound understanding of the proposed research or program evaluation design and include a review of relevant literature. Also include the anticipated topic for the next Promising Practices Report.** *(10 points)*

1. **Describe the potential utility of the research, including the potential for using the research findings to inform policy, decision-making and contribution to existing literature.** *(10 points)*

1. **Thoroughly describe the evaluation design, methodologies, and tools being employed. Include a solid understanding of the design elements (such as the statistical analyses proposed and data required for analyses). Address potential limitations and note how they can be minimized. Outline and address all research questions and employ appropriate methods for addressing them.** *(10 points)*

1. **Indicate what data will be collected, and provide details about the data collection plan and process including, when appropriate, development of data collection instruments, the protocol for client participation, etc.** *(10 points)*

1. **Describe how the proposed design is a continuation of the currently funded efforts. Explain if any modifications are proposed from what was previously funded.** *(10 points)*

1. **Describe the degree to which human subjects may be at risk, how respondent confidentiality will be ensured, and the assurance that the project will be subject to initial and continuing review by the appropriate Institutional Review Board and adhere to the Code of Federal Regulations, 45 CFR 46, as applicable.** *(10 points)*

1. **Describe your management or organizational plan that includes the tasks each team member will complete as well as the timelines by which those tasks will be completed. The management plan must be detailed enough to establish the management capabilities of prospective project managers.** *(15 points)*

**Deliverables or Milestones**

This Implementation Schedule should be used as a planning tool for the program and reflect a realistic projection of how the program will proceed and the staff responsible for each task. Please add lines as necessary. *(10 points)*

| **Timeline** | **Activity** |
| --- | --- |
| Ongoing | The evaluation team will meet at least twice a year with ICJIA and/or SFS grantees to discuss evaluation reports, evaluation protocols, data entry procedures, etc. |
| Ongoing | Provide evaluation training and technical assistance to grantees  |
| October 31, 2019  | Submit Institutional Review Board review application to grantee’s IRB and adhere to the Code of Federal Regulations, 45 CFR 46, as applicable. |
| Jan 15, 2020 | Submit 1st Quarterly Fiscal Report and 1st Quarterly Evaluation Report to ICJIA. The evaluation report must detail the development of the study to date and major tasks completed as outlined in the proposal milestone chart. Summarize 1st Quarter Data from grantees; provide grantees with data receipts. |
| March 1, 2020 | Convert online MSAccess data from sites into SPSS (or similar statistical software) data. Merge data from all sites together for each evaluation measure (BIF, ASQ, ASQ-SE, SSQ, PSI, CBCL, Child and Caregiver Completion of Services forms). |
| March 1 – April 30, 2020 | Clean and organize SPSS (or similar statistical software) data. Match pre, interim, post, and follow-up data for each repeated measure (ASQ-SE, PSI, and CBCL). Examine data for out-of-range errors, outliers, and begin to analyze data for the Year End Report. |
| April 15, 2020 | Submit 2nd Quarterly Fiscal Report and 2nd Quarterly Evaluation Report to ICJIA. The evaluation report must detail the development of the study to date and major tasks completed as outlined in the proposal milestone chart. Summarize 2nd Quarter Data from grantees; provide grantees with data receipts. |
| April 30, 2020 | Submit draft aggregate Year End (covering SFY 2018) report comparing SFS data across sites and across years to ICJIA. The report must of publishable quality. The interim report should be similar to the final report in design and substance and document progress and findings to date. |
| May 31, 2020 | Review draft Year End (covering SFY 2018) reports with ICJIA to identify corrections, revisions, and suggestions for additional analyses and data summaries. Continue to review and revise as necessary with ICJIA. |
| May 31, 2020 | Submit draft Individual Year End site reports to ICJIA. |
| May 31, 2020 | Submit a draft Safe From the Start database User Manual and draft Manager’s Manual to ICJIA. |
| May 31, 2020 | Convert online MSAccess data from sites into SPSS (or similar statistical software) data. Merge data from all sites together for each evaluation measure (BIF, ASQ, ASQ-SE, SSQ, PSI, CBCL, Child and Caregiver Completion of Services forms). |
| May 31, 2020 | Submit final aggregate Year End (covering SFY 2018) report. The report must be of publishable quality, and must include an executive summary, documentation of overall research findings and final policy recommendations. |
| June 1, 2020 | The SFS database will reflect any updated SFS protocol as approved by ICJIA.  |
| June 30, 2020 | Submit final individual Year end site reports (covering SFY 2018) to ICJIA |
| June 30, 2020 | Submit final individual Year end site reports (covering SFY 2018) to each site |
| June 15, 2020 | Clean and organize SPSS (or similar statistical software) data. Match pre, interim, post, and follow-up data for each repeated measure (ASQ-SE, PSI, and CBCL). Examine data for out-of-range errors, outliers, etc. in preparation for Promising Practices (covering SFY 2018) analyses.  |
| June 15, 2020 | Submit 3rd Quarterly Fiscal Report and 3rd Quarterly Evaluation Report to ICJIA. The evaluation report must detail the development of the study to date and major tasks completed as outlined in the proposal milestone chart. Summarize 3rd Quarter Data from grantees; provide grantees with data receipts. |
| June 30, 2020 | A draft of Promising Practices (covering SFY 2018) report describing the relationship between treatment characteristics and child outcomes will be presented to ICJIA. The draft report should be similar to the final report in design and substance and document progress and findings to date. |
| June 30, 2020 | Submit a final Safe From the Start database User Manual and final Manager’s Manual to ICJIA. |
| June 30, 2020 | Review draft Promising Practices report with ICJIA to identify corrections, revisions and suggestions for additional analyses. Continue to review and revise as necessary. |
| July 30, 2020 | Submit closeout fiscal report. |
| July 31, 2020 | Final Promising Practices (covering SFY 2018) report describing the relationship between treatment characteristics and child outcomes is due. The Final Promising Practice report must be of publishable quality, and must include an executive summary, documentation of overall research findings and final policy recommendations.  |