

ACFS 20-004 RFP Deliverables

1.3.1.2 Comprehensive Adolescent Pregnancy Prevention Programs

COALITION Deliverable: The Contractor shall develop a formal structure for their CAPP Coalition and document broad-based, interdisciplinary representation within the proposed Service Area following Charter Guidance and Charter Template to be provided by the Program Administrator on or before July 1, 2019 (see Attachments L and M for draft documents).

1.3.1.2 Comprehensive Adolescent Pregnancy Prevention Programs

Activity 1 Deliverable: In year one (July 1, 2019 – June 30, 2020) the Contractor shall deliver at least one full Implementation of a curriculum from List A. In years two (SFY 2020) and three (SFY 2021) the Contractor shall deliver at least one full Implementation of a curriculum within each county in the Service Area each year.

- List A:**
- Love Notes
 - POWER Through Choices (PTC)
 - SiHLE
 - Teen Outreach Program (TOP)

Activity 2 Deliverable: In year one (July 1, 2019 – June 30, 2020) the Contractor shall deliver at least one full Implementation of a curriculum from List B. In years two and three the Contractor shall deliver at least one full Implementation of a curriculum from List B within each county in the Service Area each year.

- List B:**
- Draw the Line/Respect the Line (DTL/RTL)
 - Love Notes
 - Promoting Health Among Teens! Abstinence Only (PHAT-AO)

Activity 3 Deliverable: In years one, two and three the Contractor shall deliver at least two full Implementations of a curriculum from List C below within the Service Area each year.

- List C:**
- !Cuidate!
 - Be Proud! Be Responsible! (BP/BR)
 - Be Proud! Be Responsible! Be Protective! (BP/BR/BP)
 - Becoming a Responsible Teen (BART)
 - FLASH
 - Making a Difference (MAD)
 - Making Proud Choices (MPC)
 - Promoting Health Among Teens! Safer Sex (PHAT-SS)
 - Rights, Respect, Responsibility (3R's)
 - Safer Choices

Activity 4. A. Deliverable A: In years one, two and three the Contractor shall deliver at least two presentations, workshops or topical programs as described below within the Service Area each year. Elements of the curricula listed in Lists A, B, or C may be used in part for single topic presentations or with significant adaptations under this Activity.

Activity 4. B. Deliverable B: In years one, two and three the Contractor shall deliver to all counties in the Service Area, community outreach through the development and distribution of informational material designed to:

- discourage Adolescent sexual activity;
- provide information regarding acquired immune deficiency syndrome and sexually transmitted diseases;
- encourage Adolescents to assume responsibility for their sexual activity and parenting; and
- improve communication between children and parents regarding human sexuality issues.

Activity 5. (Required) Deliverable: The Contractor shall during years one, two and three provide resource and referral information to Adolescents that are pregnant or parenting.

Activity 5. (Optional) Deliverable (required for those requesting additional allocation): Services shall include educational and support programs intended to reduce the likelihood of an additional pregnancy by a parent who is less than 19 years of age.

Activity 6. (Optional) Deliverable: Deliverable (required for those requesting additional allocation): Services shall include educational and support programs intended to reduce the likelihood of an additional pregnancy by a parent who is less than 19 years of age.

1.3.1.4. Additional Project Administration and Reporting Deliverables

Deliverable A: The Contractor shall send at least one representative to each of the two (2) CAPP Contractor regional and/or statewide meetings provided by the Program Administrator during each State Fiscal Year.

Deliverable B: The Contractor shall participate in at least one Program Administrator site visit (and/or desk audit) and any other Program or technical assistance as requested.

Deliverable C: The Contractor, as requested by the Program Administrator, shall submit an application for renewal for year 3 of the Contract (to include any adjustments to budget and/or service projections). The application will be provided on an Agency approved template.

- At this time, Program funds may be reallocated among all Program Contractors based on a number of items, including but not limited to, Contractor performance, reverted funds, and/or additional need throughout the state.
- In order to make determinations on renewals for year 3 (SFY 2022), the Agency and Program Administrator will evaluate each Contractors progress towards meeting Deliverables and Performance Measures in the first 18 months of the initial two-year term (July 1 2019-December 30, 2020).
- Contractors not meeting Performance Measures may be placed on a Program Improvement Plan (PIP), not be renewed for the additional one-year term, and/or have their funding level renegotiated.

Deliverable D: The Contractor shall track and report service data and evaluation information to the Program Administrator and/or Program Evaluator as directed.

Quarterly reports are due by the 16th of each month following the end of the quarter per the schedule below (and each additional SFY). Reports are emailed to the Program Evaluator and Program Administrator. The Agency-approved format for quarterly reports, Program evaluation tools (pre/post-tests, fidelity logs, etc.), and emails for submission will be provided to the Contractor by July 1, 2019.

<u>For the Period:</u>	<u>Reports are due by:</u>
July – September 2019	16-Oct-19
October – December 2019	16-Jan-20
January – March 2020	16-Apr-20
April – June 2020	16-Jul-20

Welcome to the ACFS 20-004 CAPP Year-to-Date Quarterly Progress Report!

1) How to complete this report:

- Please complete the Coalition and Activity pages (Tab) per guidance below.
- This document is to be completed as one continuous Year-to-Date report, adding and updating data each quarter.**

In other words, DO NOT start over with an empty report each quarter. At the end of the fiscal year, you will have a 12-month report.

2) How to submit this report:

- Save when complete.
- Please use the following file names:

"Contract# Q Report Ending YYYY.MM"
 "20-099 Q Report Ending 2019.09"
 "20-099 Q Report Ending 2019.12"
 "20-099 Q Report Ending 2020.03"
 "20-099 Q Report Ending 2020.06"

3) Follow guidance in each column. Enter data below for each activity.

	A	B	C	D	E	F	G	H	I	J	K	L
		Use the drop down menu to enter the Iowa Dept. of Human Services (DHS) CAPP Contract Number on each line	Enter name of county where service was delivered; one county per line	City/Town this service was delivered	Click in the empty cell then use the dropdown menu that appears on the right of the cell to select the type of organization assisting with this Deliverable	Enter the name of the primary Partner Organization assisting with this Deliverable. Otherwise leave blank	Click in the empty cell then use the dropdown menu that appears on the right of the cell to select the Curriculum provided	Enter the actual grade level(s). For example, 6, 7, 8 or 12. Please do NOT enter Middle or High School.	Enter the number of *implementations in progress or completed at this site	Enter the total number of *sessions completed to date. Include every class session in every implementation	Of sessions provided to date, enter the total number of contact *hours to the nearest quarter hour. For example 13.00, 13.25, 13.75	Total *unduplicated number of Adolescents served
1	Please do not enter data	Agency	County	City/Town	Partner Type	Partner Name	Curriculum	Grade	Implem.	Sessions	Hours	Adolescent
2	1											
3	1											
4	1											
5	1											
6	1											
7	1											
8	1											
9	1											
10	1											

For Activities 1, 2, 3 and 4.A, complete one row for each Curriculum Implementation. Exception: if multiple Curriculum Implementations are occurring during the same time period at the same location.

4) Definitions

- ***Implementation**: one full curriculum provided to one class section. This starts with module 1 and ends with the final module. For instance, if you have three class sections, all receiving a full Making Proud Choices implementation, you will have three implementations.
- ***Session**: one class, regardless of duration, during one day. One session could be 30 minutes or 8 hours.
- ***Unduplicated**: each participant is counted only once for each curriculum regardless of the number of sessions he or she was present.
- ***Adolescent**: a person under 18 years of age or a person 18 years of age or older who is attending an accredited high school or pursuing a course of study that will lead to a high school diploma or it equivalent.

*Persons: Persons may be parents or other caregivers, or others attending the course. Do not count facilitators or volunteers helping with the course.

*Outreach: Outreach includes a variety of activities undertaken for the purpose of increasing public awareness regarding adolescent pregnancy prevention related issues.

*Referral: An act of referring someone to an organization for information, consultation, service, or other action upon request.

*Fidelity: the faithfulness with which a curriculum or program is implemented; that is, how well the program is implemented without compromising the program's message.

<p><i>Tell us about challenges you are experiencing. (OPTIONAL)</i></p>	<p><i>Questions or Other Comments (OPTIONAL)</i></p>
<p>Challenges</p>	<p>Comments</p>
<p>Unable to provide much public awareness/marketing before the course started so low attendance. Canceled due the participants did not attend all three sessions and attendance was going to continue to be hit-or-miss throughout the scheduled time.</p>	

<p><i>Tell us about challenges you are experiencing.</i> <i>(OPTIONAL)</i></p>	<p><i>Questions or Other Comments</i> <i>(OPTIONAL)</i></p>
<p>Challenges</p>	<p>Other Comments</p>

ACFS 20-004 CAPP Quarterly Report

Please do not enter data	Agency ID number autofills from highlighted cell on Coalition tab.	Enter name of county where service was delivered; one county per line.	City/Town this service was delivered. May leave blank if service provided was to an individual rather than a group.	Click in the empty cell then use the dropdown menu that appears on the right of the cell to select the type of organization assisting with this Deliverable	Enter the name of the primary Partner Organization assisting with this Deliverable. Otherwise leave blank	Enter the name of the service or a brief description of the service provided.	Total number of *sessions completed this quarter.	Of sessions completed, report total number of contact *hours to the nearest quarter hour. For example 13.00, 13.25, 13.50, or 13.75.	Total *unduplicated number of Adolescents served.	Click in the empty cell then use the dropdown menu that appears on the right of the cell to select the Quarter the service was provided.	Tell us about your success. (OPTIONAL)
Activity	ID	County	City/Town	Partner Type	Partner Name	Service	Sessions	Hours	Adolescents	Q Completed	Success Stories
5. 0	_20_049	Fayette	Town X	Other Organization	YWCA	Teen Parent Community Support	6	12	6	July - Sept., 2019	
5. 0	_20_049	Chickasaw				Family Support	2	2	1	July - Sept., 2019	
5. 0	_20_049										
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_20_049	NORTHEAST IOWA COMMUNITY ACTION CORPORATION
Service Area:	Allamakee, Chickasaw, Clayton, Fayette, Floyd, Howard, Mitchell, Winneshiek
Report Period:	July - December, 2019

← Update each period

Service	Implementations					Persons	Number of Adolescents Projected	Progress: Percent Completed
	Acts 1,2,& 3 (w/ Fidelity)	Sessions	Hours	Adolescents				
ACTIVITY 1	3	21	16.5	51	5	250	20%	
ACTIVITY 2	4	28	28	90	4	200	45%	
ACTIVITY 3	9	55	45.75	193	9	500	39%	
ACTIVITY 4. A		32	6.75	209	10	300	70%	
Additional	1	13	9.75	22	2			
totals	16	136	97	543	28			

	No. of Activities	Estimated Reach
Outreach	28	10773

Referrals	4
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Programming for Pregnant & Parenting Adolescents	Sessions	Hours	Adolescents
	8	14	7

Programming in Out-of-Home Placement Facility(ies)	Implem.	Sessions	Hours	Adolescents
		6	6	18

Projected Reach	Percent Completed
10000	108%
6	67%
10	70%
35	51%

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ACTIVITY 1 WITH FIDELITY	Abbreviated
Love Notes	Love Notes
POWER Through Choices	PTC
SiHLE	SiHLE
Teen Outreach Program	TOP

ACTIVITY 2 WITH FIDELITY	Abbreviated
Draw the Line, Respect the Line	DTL/RTL
Love Notes	Love Notes
Promoting Health Among Teens! Abstinence Only	PHAT-AO

ACTIVITY 3 WITH FIDELITY	Abbreviated
!Cuidate!	!Cuidate!
Be Proud! Be Responsible!	BP/BR
Be Proud! Be Responsible! Be Protective!	BP/BR/BP
Becoming a Responsible Teen	BART
FLASH	FLASH
Making a Difference	MAD
Making Proud Choices	MPC
Promoting Health Among Teens! Safer Sex	PHAT-SS
Rights, Respect, Responsibility	3R's
Safer Choices	Safer Choices

ACTIVITY 4.A TOPIC (w/o Fidelity)
Consent
Contraception/Birth Control
Decision Making/ Refusal/ Negotiation
Healthy Relationships
Risk/ Protective Factors
Sexual Health
STD/STI
Substance Abuse/ Prevention
Multiple topics & sessions
Other - describe in next column

STATUS
In Progress
Completed
Cancelled

4.B OUTREACH	Example
Awareness Materials	Distribution of printed information
Radio/ TV	Interviews, PSA, other
Social Media	Facebook, Twitter, Instagram..
Online	Information via website
Table Events	Such as at Fairs, Conference, et.
Presentation	Guest speaker, presenter, etc.
Other - Describe	

Partner Organizations	TIME PERIOD	New Activity	NEW ACTIVITY WITH FIDELITY	Abbreviation	Report Period
School None or Not Applicable Other Organization	July - Sept., 2019 Oct. - Dec., 2019 Jan. - Mar., 2020 Ap. - June, 2020 July - Sept., 2020 Oct. - Dec., 2020 Jan. - Mar., 2021 Ap. - June, 2021	Activity 1 Activity 2 Activity 3	!Cuidate! Be Proud! Be Responsible! Be Proud! Be Responsible! Be Protective! Becoming a Responsible Teen Draw the Line, Respect the Line FLASH Love Notes Making a Difference Making Proud Choices POWER Through Choices Promoting Health Among Teens - Abstinence Only Promoting Health Among Teens! – Safer Sex Rights, Respect, Responsibility Safer Choices SiHLE Teen Outreach Program New Course	!Cuidate! BP/BR BP/BR/BP BART DTL/RTL FLASH Love Notes MAD MPC PTC PHAT-AO PHAT-SS 3R's Safer Choices SiHLE TOP New Course	July - September, 2019 July - December, 2019 July 2019 - March 2020 July 2019 - June 2020 July - September, 2020 July - December, 2020 July 2020 - March 2021 July 2020 - June 2021

ACFS 20-	Contractor Legal Name	Counties											
_20_041	BETHANY FOR CHILDREN & FAMILIES	Scott	Scott										
_20_042	BUILDING FAMILIES	Hamilton, Franklin, Wright	Hamilton	Franklin	Wright	Multiple	All						
_20_043	CERRO GORDO COUNTY BOARD OF HEALTH	Cerro Gordo	Cerro Gordo										
_20_044	CHILD ABUSE PREVENTION SERVICES INC.	Marshall, Tama	Marshall	Tama	All								
_20_045	COMMUNITY / NEW OPPORTUNITIES, INCORPORATED	Audubon, Carroll, Greene, Guthrie, Pocahontas	Audubon	Carroll	Greene	Guthrie	Pocahontas	Multiple	All				
_20_046	HILLCREST FAMILY SERVICES	Dubuque	Dubuque										
_20_047	LUTHERAN SERVICES IN IOWA, INC.	Buena Vista, Cherokee, Clay, Crawford, Dickinson, Emmet, Obrien, Sac	Buena Vista	Cherokee	Clay	Crawford	Dickinson	Emmet	Obrien	Sac	Multiple	All	
_20_048	MILLS COUNTY PUBLIC HEALTH	Mills	Mills										
_20_049	NORTHEAST IOWA COMMUNITY ACTION CORPORATION	Allamakee, Chickasaw, Clayton, Fayette, Floyd, Howard, Mitchell, Winneshiek	Allamakee	Chickasaw	Clayton	Fayette	Floyd	Howard	Mitchell	Winneshiek	Multiple	All	
_20_050	PLANNED PARENTHOOD OF THE HEARTLAND, INC.	Woodbury	Woodbury										
_20_051	PLANNED PARENTHOOD OF THE HEARTLAND, INC.	Polk	Polk										
_20_052	PLANNED PARENTHOOD OF THE HEARTLAND, INC.	Des Moines, Lee	Des Moines	Lee	All								
_20_053	PLANNED PARENTHOOD OF THE HEARTLAND, INC.	Linn	Linn										
_20_054	SUCCESSLINK, INC.	Black Hawk, Bremer, Buchanan, Butler	Black Hawk	Bremer	Buchanan	Butler	Multiple	All					
_20_055	THE FAMILY PLACE, INC.	Appanoose, Clarke, Decatur, Davis, Marion, Ringgold, Wayne, Wapello	Appanoose	Clarke	Decatur	Davis	Marion	Ringgold	Wayne	Wapello	Multiple	All	
_20_056	UNITED ACTION FOR YOUTH	Iowa, Johnson	Iowa	Johnson	All								
_20_057	UNITY / TRINITY HEALTHCARE	Cedar, Louisa, Muscatine	Cedar	Louisa	Muscatine	Multiple	All						
_20_058	COUNTY OF WEBSTER / WEBSTER COUNTY HEALTH DEPARTMENT	Calhoun, Webster	Calhoun	Webster	All								
_20_059	WOMEN'S HEALTH SERVICES OF EASTERN IOWA, INC.	Clinton, Jackson	Clinton	Jackson	All								
_20_060	YOUTH AND SHELTER SERVICES, INC.	Boone, Story	Boone	Story	All								