****

**WI Child Abuse and Neglect Prevention Board  
Parent Education Child Abuse and Neglect Prevention Grant  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MID-YEAR NARRATIVE REPORT TEMPLATE**

**Due Date: February 18, 2025**

**Instructions**

*Have a copy of your grant agreement on hand to draft your report. The responses to the report sections below should provide a clear overview of the activities completed in the* ***first six months of SFY2025*** (July 1, 2024 – December 31, 2024)*. The completed reports provide insight into how this grant has affected the community you serve and your organization thus far. Submit the completed report through the* [SPARC Performance Report Portal](https://dcfsparc.wisconsin.gov/)*.*

**Reporting Period: July 1, 2022 – December 31, 2023**

**Organization Name:**

**Project Name:**

**Contract #:**

**Contact Person:**

**Contact Email:**

**Total number of counties receiving services:**

**Indicate which services were provided:**

|  |  |
| --- | --- |
| ***Please indicate for your organization*** | ***#*** |
| *Number of staff Protective Factors trainers* |  |
| *Number of staff trained in Brining the Protective Factors to Life in Your Work* |  |
| *Number of staff trained in Five for Families curriculum* |  |

**Section 1. Project Description***Provide a brief description of the project/programs your organization is providing with Prevention Board funding. Activities should be consistent with the Scope of Services attached as Exhibit A to the Contract.*

**Section 2: Objectives***For each objective:*

* *Describe activities or progress towards each objective during the reporting period*
* *Describe any barriers/challenges toward reaching objective during the reporting period*
* *If applicable, share what steps were implemented to address barriers/challenges*

***OBJECTIVE:*** ***Implement a minimum of two levels of evidence-based Parent Education Programming.****Objective Status:*

Not started  Planning Phase  Implementation Started Completed / Established

**Activities:** [*Provide updates*]  
  
**Barriers to Reach Objective:** [*Identify barriers*]

**Additional Information:**

***OBJECTIVE: Enter a minimum of 75% of families served in WPRS.****Objective Status:*

Not started  Planning Phase  Implementation Started Completed / Established

**Activities:** [*Provide updates*]  
  
**Barriers to Reach Objective:** [*Identify barriers*]  
  
**Additional Information:**

***OBJECTIVE: Support staff development and training as it relates to implementing evidence-based parent education programming.****Objective Status:*

Not started  Planning Phase  Implementation Started Completed / Established

**Activities:** [*Provide update on number of staff trained in which program*]  
  
**Barriers to Reach Objective:** [*Identify barriers*]  
  
**Additional Information:**

**Section 3a: Program Accomplishments***In this section:*

* *Provide a summary of progress to-date (200-500 words).*
* *What activities did you conduct during the reporting period, including those not anticipated in your original proposal? What activities did you decide not to undertake?*

***Complete the chart below for your PARENT EDUCATION GRANT FUNDS. The chart should be completed using information from DAISEY-WPRS. Add Lines if needed. Please provide a brief explanation of any discrepancies between your agency’s data and data available in DAISEY. If you are providing multiple levels of a program (e.g. Triple P), please enter each level separately in the table below.***

|  |  |  |
| --- | --- | --- |
| **Evidence-informed parent education program** | **Total Number of caregivers served** | **Total Number of children served (if applicable)** |
|
|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 3b: Quality Assurance***In this section:*

* *Describe any methods in place to ensure project services are being delivered as intended and with fidelity to evidence based models.*
* *Describe efforts to ensure data tracking and entry is timely and accurate. Include any barriers to data quality assurance. Share how your organization utilizes DAISEY to track client services, program completion, or other data quality strategies (e.g., use of reports and/or exports).*

**Section 4: Collaborations & Partnerships***In this section:*

* *Highlight any new or emerging partners, subgrantees (if applicable), and their role(s)*
* *Describe any efforts to involve parents in the planning and implementation of parent education programs.*

**Section 5: Outreach and Education***In this section:*

* *Describe any strategies used to recruit and engage parents in programming.*
* *If providing services to targeted populations (e.g., fathers, grandparents, incarcerated caregivers, etc.), please include descriptions of efforts to engage these groups.*
* *Please indicate how your organization educates parents, caregivers, and community members on the important role of primary prevention programs, services, and strategies*

**Section 6: Lessons Learned**

* *During this reporting period, what were some new or surprising insights for:*
  + *Your organization?*
  + *Your staff/volunteers?*
  + *Clients/Service users or project/program partners?*
* *During this reporting period, what were some ideas or practices that were reinforced for you, your staff/volunteers, clients or project/program partners? (Suggested word length: 200-250 words)*

**Section 7: Technical Assistance***Use this section to describe any additional resources or assistance that the Prevention Board could provide. Examples might include suggestions for improving Community of Practice calls, support with WPRS and data entry, or professional development or training needs for your staff and supervisors.*

**Section 8: Concrete Supports***Did your agency use grant funds to provide concrete supports to families during this reporting period?*

Yes  No

If yes, please complete the chart below. If no, please skip this section.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Concrete Support Provided*** | | | ***# of Fulfilled Requests*** |
| Food / grocery assistance | | |  |
| Items for infants (i.e. diapers, formula, wipes, baby food, etc.) | | |  |
| Internet access / phones | | |  |
| Emergency funds for housing | | |  |
| Childcare assistance | | |  |
| Car seats | | |  |
| School supplies | | |  |
| Transportation Assistance | | |  |
|  | | |  |
| Other (please specify): | | |  |
| Other (please specify): | | |  |
| Other (please specify): | | |  |
| Other (please specify): | | |  |
|  |  |  |  |
|  |  |  |  |

**Section 9: Prevention Board Annual Meeting**

*Did your agency send at least one representative to the Prevention Board Annual Meeting (September 24-25)?*

Yes  No

*Feel free to share any additional feedback in this section.*