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Building Your Continuation Report Shell

Region B PTAC:
Stephanie Moss & Terri Leyton

Region C PTAC:
Courtney Salzer

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Agenda for Today

- Pre-report considerations
- Shell example #1
- Shell example #2
- Cheat Sheet
- Technical Assistance
- Questions

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Pre-Report Considerations

- Re-visit your proposal – specifically these portions:
 - Project Services*
 - Evaluation*
 - Logic Model*
- Consider which data points you want to highlight in your report – you do NOT have to report on every data point in your grant!
- Do you have specific outcome measures identified? In other words, what are the things you are expecting to happen as a result of the services you said you'd provide?
- Do you have targets set for your outcomes? So, if you stated that you believe parents will become more knowledgeable about the IEP process as a result of your trainings – what is your target? Is it 70%, 80%?
- Do you have an evaluation tool in place that will be used to measure that outcome? Where will that data come from?

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Shell Example #1 – Outcome Only Shell

- Chart contains only outcome data
- Widget data (ie. Numbers of different activities which supports the outcome measures) is placed into the Explanation of Progress.
- Formula for shell for each project goal is:
 - a) *GPRA Measure for entire parent center program (quality, useful, relevance)*
 - b) *GPRA Measure from our own parent center (quality, useful, relevance)*
 - c) *Short Term Outcome Measure from logic model*
 - d) *Mid Term Outcome Measure from logic model*
 - e) *Long Term Outcome Measure from logic model*

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Shell Example #2 – Hybrid Approach Shell

- Chart contains both output and outcome data
- Formula for shell for each project goal is:
 - a) *GPRA Measure for entire parent center program (quality, useful, relevance)*
 - b) *GPRA Measure from our own parent center (quality, useful, relevance)*
 - c) *3-5 output and outcome data measures from our logic model and grant application*

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Cheat Sheet

- Due dates and reporting periods
- Abbreviated instructions from "Larry Letter" for each section of the report
- GPRA targets and actual data for use in your 2021 report submission
- Links to download blank forms
- Tips for working in G5

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Technical Assistance

TA is here to review your shell. You can send it to us before you populate it with data or after. If you are hesitant about shell process, you will likely want to send before you put data in it.

Project Officers are also willing to review shells if you want their take - though they'll likely ask if you've sought TA first!

Allow plenty of time for review!

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Questions


