



Ohio Children's Trust Fund

SFY 2012 Semiannual Program Report

Instructions for Completion

- Please note that the report is due to the OCTF no later than **JANUARY 31, 2012.**
- We *strongly* encourage you to submit your semiannual report electronically. Completed semiannual reports should be emailed to: COUNTY_OCTF_APPLICATIONS@jfs.ohio.gov
- Semiannual Reports may be submitted via U.S. Mail. The Semiannual Program Report must be received by the OCTF before 5:00 PM on January 31, 2012. Reports can be sent to the following address:

Ohio Children's Trust Fund
50 West Town Street, 6th Floor
Columbus, Ohio 43215

The Semiannual Program Report

The semiannual program report should provide information to support the selection of the proposed programs and/or services. Please number your responses according to the outline provided below and answer each question as completely as possible.

- 1. Summary of Program:** Please provide a brief summary of your current program(s) to date.
 - a. What has your project done during the reporting period to reach the original goals and objectives?
 - b. Have barriers or problems occurred? Please be specific and discuss how they have been managed, including any changes in the program. (Be sure to note any changes or deviations from your original application and explain fully why the deviations occurred).
 - c. Please discuss any changes in the organization's administration, program management or program staff, and the impact on the project.
- 2. Program Description, Goals, Activities, and Timeline**
 - a. Describe specifically what activities have taken place to date for each program.
 - b. Is the program on target to meet its identified goal(s) and outcomes?
 - c. What goals have been met to date?
- 3. Program Participation:**
 - a. Provide the total number of parents and children served (recorded separately) for each program.

- b. Has the program actively sought and recruited parent participants to be involved in program development and the planning of activities? What was/is their role in designing, operating and/or evaluating the program(s)? Provide examples.
- c. How do you determine unmet needs for the program? Do you have waiting lists for your services?

4. Evaluation:

- a. Provide evaluation data on the effectiveness of programs to date.
 - i. Programs providing a direct service to parents and/or primary caregivers that are required to administer the full protective factors survey should submit their survey results to their FCFC Coordinator who should then export this data and send it to the OCTF with their SFY 2012 Semiannual Program Report.
 - ii. Programs, except those that are school-based, that are required to collect demographic information by having participants complete the first two pages of the protective factors survey should submit their demographic information to their FCFC Coordinator who should then export this data and send it to the OCTF with their SFY 2012 Semiannual Program Report.
- b. Are you using any additional tools for program evaluation?
- c. How are you using the program evaluation data collected?
- d. *Please complete the logic model update form.

5. Success stories: Please share a story that highlights the success of your program(s) and include a direct quote from a participant in the program.

6. OCTF Allocation: Do you anticipate utilizing your full SFY 2012 OCTF allocation? If you do not, please explain why.

7. Additional Information: We welcome any additional experiences, suggestions or ideas you would like to share.

*The logic model update form will be sent to you at a later date.