

**Safe Start Progress Reporting Guidance and Outline –**  
**Phase II**  
**Implementation**

**SECTION I. SAFE START PERFORMANCE MEASURES**

Please report out your numbers on the identified performance measures developed by OJP.

***1. Increase the number of children identified, assessed and referred for services who have been exposed to violence within existing demonstration sites.***

Projected Target \_\_\_\_\_: Semi-Annual Report 1 \_\_\_\_\_ Semi-Annual Report 2 \_\_\_\_\_

***2. Increase the number of programs developed, enhanced or expanded to address the issue of children’s exposure to violence within the existing demonstration site.***

Projected Target \_\_\_\_\_: Semi-Annual Report 1 \_\_\_\_\_ Semi-Annual Report 2 \_\_\_\_\_

***3. Increase the number of policies developed, enhanced, or expanded to address the issue of children’s exposure to violence within the existing demonstration sites.***

Projected Target \_\_\_\_\_: Semi-Annual Report 1 \_\_\_\_\_ Semi-Annual Report 2 \_\_\_\_\_

***4. Increase the number of persons and the number of agencies trained on issues related to children’s exposure to violence and/or its impacts within existing demonstration sites.***

Projected Target \_\_\_\_\_: Semi-Annual Report 1 \_\_\_\_\_ Semi-Annual Report 2 \_\_\_\_\_

**SECTION II. YEAR X PROJECT DESIGN**

For this section, you must identify *each* goal and objectives and *all* the related activities. You must report out your numbers and identify any areas where you have not achieved your goals. Please explain why.

**SECTION III. NARRATIVE ASSESSMENT OF PROCESS IMPLEMENTATION**

Please provide a general narrative discussion covering each general category described below and assessing the following questions:

- |                              |   |
|------------------------------|---|
| Strengths--                  | What worked well?   |
| Challenges --                | What challenges did you face and how were they handled or overcome? What didn’t work well?                    |
| Lessons Learned--            | What lessons were learned?  |
| Areas of Increased Capacity- | What capacity was built or increased within the initiative? What capacity needs/support are currently needed? |

**Collaborative Strength:** Please describe the collaborative strength. How has momentum and participation been maintained? Who has left the table? Who has joined the table? Who needs to be engaged? How has the collaboration been balanced to strengthen sustainability (bi-partisanship, identified champion(s), shared frame of reference, mobilizing factor, etc.) Also, please describe the key decision points or “signposts” for various levels of engagement: collaborative planning body; key leaders and public officials; community members; and other key collaboratives.

**Overall Project Management:** What overall project management issues have been identified? What issues have been raised in managing the initiative in a collaborative environment? Who is considered a part of the core management team and how has it been operating?

**Ongoing Assessment and Updating the Strategic Plan:** Please consider the process and achievements related to ongoing strategic planning including the maintaining and updating of findings in an ongoing assessment process as well as making adjustment to the strategies and the priorities for the 5 years. Please identify any such adjustments and modifications explaining the reason for making the changes. Please identify each strategy relevant to this section and include the pertinent goals, objectives, and actions underneath.

**Sustainment:** Please describe progress and accomplishments to date in moving towards sustainment. Please describe both financial and procedural progress.

**Evaluation:** Please describe progress and accomplishments to date in the evaluation, the formative process that is informing project management, and any results.