

Women's Wellness Connection | Targeted Outreach Program

TOP PROGRESS REPORTING: WHAT YOU NEED TO KNOW

October 7, 2016

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Agenda

- Introduction & welcome
- Outcomes & expectations
- Purpose & use of progress reports
- Timing & process of progress reports
- Demonstration
- Resources
- Questions & answers

On the call today | CDPHE Staff



Ivy Hontz, WWC Program Coordinator

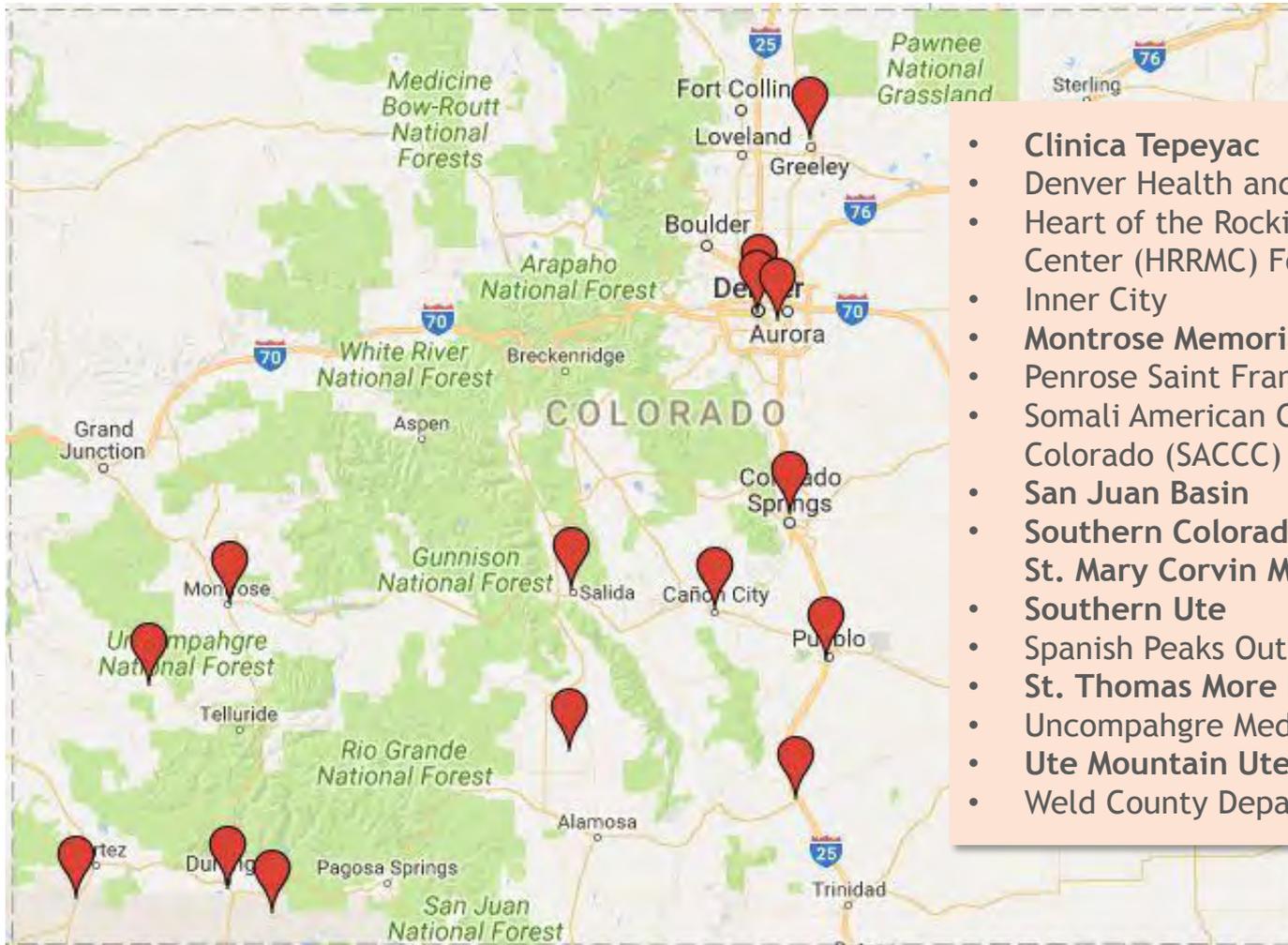


Kris McCracken, WWC Program Coordinator



Shannon Lawrence, WWC Lead Evaluator

Colorado TOP



- Clinica Tepeyac
- Denver Health and Hospital Authority
- Heart of the Rockies Regional Medical Center (HRRMC) Foundation
- Inner City
- **Montrose Memorial Hospital**
- Penrose Saint Francis Hospital
- Somali American Community Center of Colorado (SACCC)
- San Juan Basin
- **Southern Colorado Family Medicine**
- **St. Mary Corvin Medical Center**
- **Southern Ute**
- Spanish Peaks Outreach and Women's Clinic
- **St. Thomas More Hospital**
- Uncompahgre Medical Center
- **Ute Mountain Ute**
- Weld County Department of Public Health



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Outcomes & expectations

At the end of this webinar, participants will be able to understand **what** progress reports are; **why** they are important; **how** to complete them; and **where** and **when** to submit.

Ask questions at any time. We're here to help.

TOP | Targeted Outreach Program

The WWC Targeted Outreach Program provides financial support for local initiatives that utilize **evidence-based interventions**, **education**, **referrals** and **Community Health Worker outreach efforts** to improve access to local breast and cervical cancer screening providers for underserved women.

Purpose: *Expand outreach efforts to underserved women, including women eligible for WWC Clinical Services, particularly those populations with higher rates of breast and cervical cancer.*

Goal: *Increase the number of women screened for breast and cervical cancer in Colorado.*



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Progress reports purpose & use

- Program monitoring
 - Ensure program is being implemented as planned and that contract goals are on track for completion
 - Identify technical assistance needs & priorities so that we can help you achieve success
- Program evaluation
 - Improve understanding or modify thinking about program (effectiveness, outcomes, cost, etc.)
 - Make specific changes to program overall
 - Make decisions about program expansion



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Progress report timing

Quarter	Reporting period	Due date
Quarter 1	Jun 30 - Sep 30	Oct 17 (Survey Monkey) Nov 3 (Excel)
Quarter 2	Oct 01 - Dec 31	Jan 15
Quarter 3	Jan 01 - Mar 30	Apr 15
Quarter 4	Apr 01 - Jun 29	Jul 15

- New link to survey will be mailed each quarter. Complete survey online.
- Update and email same excel file each quarter to evaluator unless you are provided a revised version.

Progress report requirements

1. Narrative (Survey Monkey)

1. Description of quarterly activity.
2. Successes and what led to them.
3. Failures, needs and plans for change.
4. Does not include numbers.

2. Data (Excel file)

1. How many activities/women served
2. Numerical description of activities/women



Report only activities that...

- Occurred DURING the reporting period for that quarter.
- Are DIRECTLY funded through TOP.

Resources

- **TOP Data Reporting Guide**
Draft emailed to agencies on Sept 13
Final version available at TOP Summit on Oct 25
- **CDPHE Evaluator:**
Shannon Lawrence
Get questions in before 10/19! Not available week of 10/24.
- **CDPHE Program staff:**
Ivy Hontz
Kris McCracken

Questions & answers

Q: *Can we add a line if the languages that we translated materials into are not listed...to differentiate between those languages that might be lumped together?*

A: The Excel file is locked, which may prevent you from adding rows or adjusting auto-calculations. Options:

- If you translate materials into one other language, enter that number into “Other” and report the specific language on the narrative (survey).
- If you translate materials into more than one other language, contact Shannon.Lawrence@state.co.us before October 18 to update your data worksheet.



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Questions & answers continued...

Q: *What about other swag, like water bottles, would that be included as a client incentive?*

A: Swag, while a marketing incentive, is not considered an evidence-based intervention. In your narrative please talk about the type of swag being distributed. Keep in mind, handing out swag must be connected to women being educated and screened.

Questions & answers continued...

Q: *For client reminders, many/most of those women are also getting one-on-one and scheduling. Do you want us to count those separately? We are tracking both.*

A: Yes, please count each of these activities separately, even if they apply to the same woman. Think of it this way: if 1,000 women are recruited, how many of them receive: 1:1 education? appointment scheduling assistance? client reminders?

Questions & answers continued...

Q: *What about reporting activities where the cost is eaten by our organization but it applies to our TOP work?*

A: As part of our evaluation, we may ask about your organization's overall costs to implement TOP in an effort to better understand the costs of providing outreach, but you are not required to track or collect this information

Questions & answers continued...

Q: *How do we know if woman receiving screening services were referred through TOP?*

A: Each TOP-funded organization should track women from the point of first contact to referral and screening, including follow-up to confirm whether or not screening was completed.

When referring a woman to an agency funded by WWC to provide screening (WWC Clinical Services) or navigation of insured women to screening (Care Coordination Grant Program)—including your own organization—please notify the agency during the warm hand-off that they should select “Targeted Outreach Program (TOP)” from the pull-down menu for “how client heard of the program” when entering information into eCaST (their data reporting system).

We will work with new grantees separately to determine the best solutions for your organizations.



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