Elevate Youth California: Progress Report Training

April 29, 2024

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Elevate Youth California, a project of The Center at Sierra Health Foundation under contract with the State of California's Department of Health Care Services (DHCS), is funded through the DHCS Proposition 64 California Cannabis Tax Fund, Allocation 3, Youth Education Prevention Early Intervention and Treatment Account.

Agenda

- **Progress Report Overview**

- **Optional EYC Data Tracker Overview**

- **Q & A**

Purpose of the Progress Report

- Monitoring progress

- Identify challenges and areas of support

- Demonstrate EYC program's overall reach and outcomes

Format of the Progress Report

- Seven distinct sections

    - Partnerships

    - Demographics

    - Core programming

    - Singular programming

    - Progress towards goals

    - Listening Sessions

    - Culturally-responsive and healing-centered approaches

EYC Standard Track Cohort 5 Reporting Timeline

Report	Period	Due Date to The Center
Progress Report 1	11/16/2023-5/15/2024	6/17/2024
Financial Report 1 and Detailed Expenditure Listing	11/16/2023- 5/15/2024	6/17/2024
Progress Report 2	5/16/2024- 12/31/2024	1/31/2025
Financial Report 2 and Detailed Expenditure Listing	5/16/2024- 12/31/2024	1/31/2025
Progress Report 3	1/1/2025- 6/30/2025	7/31/2025
Financial Report 3 and Detailed Expenditure Listing	1/1/2025- 6/30/2025	7/31/2025
Progress Report 4	7/1/2025- 12/31/2025	1/31/2026
Financial Report 4 and Detailed Expenditure Listing	7/1/2025- 12/31/2025	1/31/2026
Progress Report 5	1/1/2026- 6/30/2026	7/31/2026
Financial Report 5 and Detailed Expenditure Listing	1/1/2026- 6/30/2026	7/31/2026
Progress Report 6 and Cumulative Final Report	11/16/2023- 12/31/2026	1/21/2027
Financial Report 6 and Detailed Expenditure Listing	7/1/2026- 12/31/2026	1/21/2027

Overview of Program Profile

- Program Profile – this section is about your EYC-funded program, including partnerships.

    - EYC track, organizational name and reporting period

    - New Active Partners collected in a table format along with the role the partner had in the program and the organization type/sector.

4. **Partnerships: We want to learn about the types of NEW active partners engaged in your EYC programming this reporting period.** An **active partner** is defined as an organization that has a role and contributes through their actions towards the collective goals/objectives of your EYC project. Please list all **NEW active partners**. For each organization listed, select the type of organization/sector and select the role in the project that best fits and defines this partnership. If you have no new active partners to report this period, please enter "N/A". *

Name of New Partner *

_____

Organization Type/Sector *

○ Business community
○ Civic or volunteer organizations
○ Clergy/faith-based organization
○ Courts/judiciary system
○ Health care professionals/ agencies

○ Law enforcement agencies
○ Media (radio/TV stations/ newspapers)
○ Mental health professionals/agencies
○ Organizations serving LGBTQ individuals
○ Parents/family/ caregiver groups

○ Schools/School districts
○ Substance abuse prevention organizations
○ Substance abuse treatment organizations
○ Tribal leaders or elders
○ Youth Groups/representatives

○ Other youth-serving organizations
○ Other State, local, or tribal government agencies
○ N/A (No new active partners)
○ Other - Write In
_____

Project Role *

○ Advisor/thought partner
○ Evaluator

○ Policy advocates/champions/community action group
○ Refers youth to program

○ Receives referral/linkage to provide additional services
○ Technical assistance provider

○ N/A (No new active partners)
○ Other - Write In
_____

Add Another New Partner

Overview of Demographics

- **Demographic –** this section captures demographic data of youth participants participating in EYC-funded core programming.

- Demographic data of youth participants should be youth who engage in core programming. Core programming is defined as **participants who must enroll in EYC programming and receive multiple/continuous services, support, or contact. Programming includes youth civic engagement, mentorship, or peer-to-peer support/leadership.**

  - New youth, youth who have completed

  - Various demographic categories including: race/ethnicity, age, gender identity, 2S/LGBTQ+ and additional populations

- Funded partners to describe your project's measurable milestone(s) or criteria to determine when a participant has successfully completed EYC-funded programming.

Core Programming Demographics

Section 2—Core Programming: New Participant Demographics

This section of the report is for you to report information about youth enrolled in core programming. *Do not include participant information for services that are singular or have limited contact; you will be able to report that in section 4. Please refer to the definitions below.*

KEY DEFINITIONS:

- **Core programming:** Participants must enroll in **EYC** programming and receive multiple/continuous services, support, or contact. Programming includes youth civic engagement, mentorship, or peer-to-peer support/leadership.
- **Singular programming/limited contact:** Services or activities that are singular (such as one-time community fairs or outreach with an educational/engagement component) or other types of activities or services with limited contact where enrollment information typically is not available and there is no expectation of additional contact.

6. **For the reporting period, please record the total number of unique/unduplicated new participants enrolled.** New participants are young people who first started participating in your EYC-funded program during the reporting period. *

[   ]

7. **For the reporting period, please record the total number of youth engaged.** Include young people who participated in core programming activities or events during the reporting period and include the number of new participants and participants previously enrolled that continue to be active. *

[   ]

Core Programming Demographics

8. **Describe your project's measurable milestone(s) or criteria to determine when a participant has successfully completed EYC-funded programming.** This can be a specific number of hours, attending a certain percentage of the sessions (for example, attending at least 80% of the sessions offered), completing of tasks, or completing goals. If your project implements multiple components with different requirements to complete the programming (such as a mentorship program and a social media campaign project), outline how each component defines a "successful completion." *

9. **For the reporting period, please record the total number of participants who successfully completed EYC-funded programming.** Youth are considered to have "successfully completed the program" when they have completed the requirements to exit your project (using the definition in the previous question) and are no longer participating in core programming activities or events. If unsure if a participant has not successfully completed, wait until the next reporting period to confirm they are no longer active. Do not count youth who exit the program because they dropped out/lost contact, were asked to leave (perhaps due to repeated misconduct), or the services were not appropriate for them. *

Core Programming Demographics

2a: New Participant Demographics: Age

10. **For the reporting period, please indicate the number of new participants who fall within any of the following age group categories in the table below.** *Note: Each individual should be counted only once.* *
Total numbers should equal the totals provided for question six.
Your total from question six: 5

Youth age 12 - 17	5
Young adults age 18 to 20	
Young adults age 21 to 26	
Individuals who prefer not to provide this information	
Individuals for whom you do not have self-reported data	
	Total : 5

Back   Next

Core Programming Demographics-Error Example

⚠ There was an error on your page. Please correct any required fields and submit again. Go to the first error

2a: New Participant Demographics: Age

⚠ The total must be equal to 5.

10. **For the reporting period, please indicate the number of new participants who fall within any of the following age group categories in the table below.** *Note: Each individual should be counted only once.* *
    Total numbers should equal the totals provided for question six.

    Your total from question six: 5

Youth age 12 - 17	4
Young adults age 18 to 20	
Young adults age 21 to 26	
Individuals who prefer not to provide this information	
Individuals for whom you do not have self-reported data	

    4 out of 5 Total

    Back   Next

Core Programming Demographics

2b: New Participant Demographics: Gender Identity

11. **For the reporting period, please indicate the number of new participants who identify as part of any of the following gender identity groups in the table below.** *Note: Each individual should be counted only once.* *
Total numbers should equal the totals provided for question six.
Your total from question six: 5

Female	
Transgender Woman	
Male	
Transgender Man	
Non-binary or gender non-conforming	
Individuals reporting another gender identity not on this list	
Individuals who prefer not to provide this information	
Individuals for whom you do not have self-reported data	

Total : 0

Core Programming Demographics

2c: New Participant Demographics: Race/Ethnicity

For the reporting period, please indicate the number of new participants who identify as part of any of the following racial and ethnic groups in the table below. *Note: Your organization may collect information on race/ethnicity using different categories. We encourage you to apply them to these categories as well as you can and use the subsequent question to share more about how participants identify. If that information is available, participants who identify with more than one race/ethnicity may be counted in more than one category. If that information is not available, please include the participant(s) in "Individuals reporting two or more races and ethnicities.*

12. American Indian, Alaska Native, Tribal or Indigenous (excluding indigenous to Latin America) *

13. Asian *

14. Black or African-American *

15. Hispanic or Latina, Latino, Latinx, or Spanish origin *

16. Indigenous to Latin America (Including Mexico, Central America, and South America) *

24. **For this reporting period, if any** <u>new youth</u> **participants are a member of a Tribal nation, please share the names of tribes that youth are a part of.**

Core Programming Demographics

2d: New Participant Demographics: Asian Subcategories

25. **For the reporting period, please indicate the number of new participants who identify as part of any of the following Asian subcategory groups in the table below.** *
    Total numbers should equal the totals provided for question 13.
    Your total from question 13: 1

Asian: Cambodian	
Asian: Chinese	
Asian: Filipino	
Asian: Hmong	
Asian: Indian	
Asian: Japanese	
Asian: Korean	
Asian: Laotian	
Asian: another Asian subcategory, not specified	
Asian: Unknown	

Total : 0

Core Programming Demographics

2e: New Participant Demographics: NHPI Subcategories

26. **For the reporting period, please indicate the number of new participants who identify as part of any of the following Native Hawaiian & Pacific Islander subcategory groups in the table below.** *
    Total numbers should equal the totals provided for question 18.
    Your total from question 18: 2

Native Hawaiian & Pacific Islander: Native Hawaiian	
Native Hawaiian & Pacific Islander: Chamorro	
Native Hawaiian & Pacific Islander: Fijian	
Native Hawaiian & Pacific Islander: Marshallese	
Native Hawaiian & Pacific Islander: Samoan	
Native Hawaiian & Pacific Islander: Tongan	
Native Hawaiian & Pacific Islander: another pacific islander subcategory, not specified	
Native Hawaiian & Pacific Islander: Unknown	

0 out of 2 Total

Core Programming Demographics

2f: New Participant Demographics: Additional

27. **For the reporting period, please indicate the number of new participants and who identify as members(s) of the 2S/LGBTQ+ community in the table below.** *Note: We acknowledge that many individual identities can fall under the umbrella of the 2S/LGBTQ+ community, which includes two-spirit, lesbian, gay, bisexual, transgender, queer, and additional identities used by youth. Your organization may collect information on gender identity and sexuality using different categories or at a more detailed level. We encourage you to apply them to these categories as well as you can. Each individual should be counted only once.* *

Individuals who identify as members of the 2S/LGBTQ+ community	
Individuals who do not identify as members of the 2S/LGBTQ+ community	
Individuals who prefer not to provide this information	
Individuals for whom you do not have self-reported data	

Total : 0

28. **For this reporting period, please indicate the number of youth participants who successfully completed EYC-funded programming who fall within any of the following populations in the table below.** *

Youth experiencing housing insecurity	
Youth in foster care	
Youth who are systems impacted (juvenile/legal)	
Individuals who prefer not to provide this information	
Individuals for whom you do not have self-reported data	

Total : 0

Overview of Core Programming: Youth Empowerment

- **Youth Empowerment –** this section captures the types of youth empowerment activities your EYC program held during this reporting period, including youth peer-led support/peer-led programming, mentorship/relationship building, and youth civic engagement.

- Data on the number of unduplicated youth, number of activities and description of activities on the following implementation strategies:

  - peer-led support/peer-led programming,

  - mentorship/relationship building, and

  - youth civic engagement/leadership opportunities for policy, systems and environmental change.

Section 4—Core Programming: Youth Empowerment Activities

This section of the report aims to gather information about the types of youth empowerment activities your EYC program held during this reporting period, including youth peer-led support/peer-led programming, mentorship/relationship building, and youth civic engagement.

48. **We recognize that funded partners have many ways of implementing EYC programming. Select from the following list the implementation strategies that you performed during this reporting period.** Please note that you will be asked a series of follow-up questions in each strategy selected. *

☑ **Peer-led support/Peer-led programming:** Programs that include cultural peer(s), peers with similar cultural and lived experiences, to foster an environment of inclusiveness and belonging or peer-led program activities.

☐ **Mentorship/Relationship Building:** Programs that address social isolation and disconnection from the community by establishing at least one stable, caring relationship with an adult/older youth mentor.

☐ **Youth civic engagement/leadership opportunities for policy, systems, and environmental change:** Youth civic engagement related to substance use issues or their drivers/root causes (i.e., trauma, systemic oppression, and marginalization). Youth voices must play a central role in determining the policy focus. Note that this strategy is only required for funded partners in the standard or innovation track.

Peer-led Support/Peer-led programming

For the reporting period, provide the total number of unduplicated youth who engaged in peer support/peer-led programming, including youth serving as a youth leader or peer mentor. *

[   ]

For the reporting period, how many activities were conducted related to peer-led support/peer-led project activities? *

[   ]

Please use the space below to describe your organization's peer-led support/peer-led project activities during this reporting period. Include any new or increased opportunities for youth leadership. *

[   ]

Mentorship/Relationship Building

52. **For the reporting period, provide the total number of youth mentees who received mentorship services.** *

[   ]

54. **For the reporting period, provide the total number of mentors (including peer and adult mentors) who provided mentorship services to youth.** *

[   ]

56. **For the reporting period, how many activities were conducted related to mentorship/relationship building?** *

[   ]

58. **Please use the space below to describe your organization's mentorship/ relationship-building activities during this reporting period.** *

[   ]

Youth civic engagement/leadership opportunities for policy, systems and environmental change

56. For the reporting period, provide the total number of unduplicated youth who were engaged in youth civic engagement or leadership opportunities for policy, systems and environmental change. *

[   ]

58. For the reporting period, how many activities were conducted related to youth civic engagement? *

[   ]

60. Please use the space below to describe your organization's youth civic engagement activities during this reporting period. *

[   ]

Overview of Singular Programming

- **Singular programming –** this section captures section aims to capture information about singular programming for youth or activities with limited contact.
- Data on the singular activities or activities with limited contact/non-core programming:
  - total number of youth and/or adults who engaged in any
  - number of singular activities
  - description of singular activities

Section 5—Singular Programming for Youth

This section of the report is for you to report information about youth enrolled in singular programming/limited contact. As a reminder, singular programming/limited contact include services or activities that are singular (such as one-time community fairs or outreach with an educational/engagement component) or other types of activities or services with limited contact where enrollment information typically is not available and there is no expectation of additional contact.

59. **For the reporting period, indicate the total number of youth (not including the activities noted in sections 2 and 3) or adults (including parents/ guardians or community members) who were engaged in any singular or activities with limited contact/non-core programming during this reporting period.** *Note, this can be a duplicated number of individuals who attend activities/events.* *

[   ]

60. **For the reporting period, how many singular activities were conducted?** *

[   ]

61. **Use the space below to describe your organization's singular activities/activities with limited contact during this reporting period.** *

[   ]

Overview of Progress Towards Goals

- **Progress Towards Goals –** this section captures the progress made toward project/program goals and objectives in your organization's workplan, including outcomes achieved. Additionally, successes and challenges are collected in this section.

  - List program goals and describe the overall progress towards the goals and objectives.

  - List policy goal(s) and select level of policy, current phase and if youth identified the policy goal.

  - Describe 1-2 top successes.

  - Describe any operational and/or programmatic challenges affecting progress.

Section 6—Progress Toward Goals

This section of the report aims to gather any progress made toward your project/program goals and objectives as articulated in your organization's workplan, including outcomes achieved. This section concludes with asking about successes and challenges that your program experienced during this reporting period.

62. **Please write out your Project Goal and related objectives in your workplan.** Leave any unused objective fields blank. If you have adapted your strategy and your goals, please consult with The Center about the change you would like to make. Otherwise, the goals and objectives will remain the same across the grant period.
*

Project goal	
Programmatic Objective 1	
Programmatic Objective 2	
Programmatic Objective 3	
Programmatic Objective 4	
Programmatic Objective 5	

63. **Describe overall progress towards the achievement of your <u>project goal and objectives</u> above during the current reporting period. Use this space to include any activities that your organization has conducted and any participant outcomes achieved, if you have any to report.** We recognize that you may not have outcomes to report every reporting period. Participant outcomes may include change in knowledge, attitudes, beliefs, behaviors or improved skills (such as leadership skills). Please refer to the [Participant and PSE Outcomes Examples handout](#) for examples and additional guidance on details to include when reporting outcomes. *

Policy Goal

57. **Please write out your policy goal(s) in your workplan. If you have adapted your strategy and your goals, please consult with The Center about the change you would like to make.** Otherwise, the goal (s) will remain the same across the grant period. For each policy goal listed, indicate the policy level, current phase of the goal and if the goal was identified by the youth participants in the table below. *

	Policy goals	Level of policy goals	Current Phase of the Policy Goal	Was the policy goal identified by youth participants?
1 *		-- Please Select -- ∨	-- Please Select -- ∨	-- Please Select -- ∨
2		-- Please Select -- ∨	-- Please Select -- ∨	-- Please Select -- ∨
3		-- Please Select -- ∨	-- Please Select -- ∨	-- Please Select -- ∨

58. **Describe overall progress towards the achievement of your policy goal above during the current reporting period.** Include any activities that your organization has conducted and any outcomes achieved, if you have any to report. We recognize that it typically takes years of organizing and advocacy to see a policy/systems/environment change come to fruition and to be implemented. *

1. Issue Identification
2. Strategy and Planning
3. Coordination/Engaging Stakeholders
4. Community Campaign/Awareness Building
5. Adoption
6. Implementation
7. Monitoring
8. Evaluation

Successes and Challenges

64. **Describe your 1-2 top successes during this reporting period.** This may include successes with program operations (e.g., staffing, training), program delivery, key partnerships, mentorship, youth leadership or advocacy efforts, and participant outcomes. *

65. **Describe the main operational and/or programmatic challenges affecting progress towards the stated goals and objective, if any, during the reporting period.** This may include challenges encountered with program operations, program delivery, partnerships, youth leadership, advocacy or any other area. Include the steps you took or plan to take to address them. *

Overview of Youth Listening Session

- **Youth Listening Session –** this section captures data on the youth listening sessions conducted. Please note that at least 1 youth listening session is required each grant year.
- The following data will be collected in this section:
  - Number of listening session(s) conducted.
  - Number of youth that attended listening session(s).
  - Highlights of the youth listening session(s).

- If no youth listening sessions were conducted in the reporting period, data will not need to be entered.

- Please note that youth listening sessions should not be counted in Section 3: Core Programming Activities.

Section 7—Youth Listening Session

This section of the report aims to gather information about youth listening sessions conducted. Youth listening sessions offer an opportunity to meaningfully engage youth, signaling that their opinions are valuable, and incorporating their voices into program discovery, planning, implementation, and evaluation. As a reminder, at least 1 youth listening session is required each grant year. *Youth listening sessions are a separate requirement an should NOT be counted in Section 3: Core Programming Activities.*

70. **Did the organization convene a youth listening session during this reporting period?** *

- ⦿ Yes
- ○ No

Provide the total number of listening sessions conducted and the number of youth that attended the listening session(s). *

[ ]	Listening sessions conducted
[ ]	Youth that attended listening sessions

Provide highlights of the youth listening session(s) below. Highlights should include themes and guiding steps that emerged from the listening session. *

[   ]

Overview of Cultural Lens & Additional Information

- **Cultural Lens –** this section captures data on how culturally responsive, linguistically appropriate and healing-centered approaches are implemented in your EYC-funded programming.

- Describe how culturally and linguistically appropriate practices and/or healing centered approaches were used in programming.

- Number of staff who received culturally responsive training.

- Include any additional comments or highlights, including media coverage.

Section 8—Cultural Lens and Additional Information (Bi-Annual Report)

This final section of the report aims to gather information about how you incorporated culturally responsive, linguistically appropriate, and healing-centered approaches in your implementation of EYC-funded programming during this reporting period.

KEY DEFINITIONS:

- *Culturally responsive:* *Displaying sensitivity to cultural issues and providing education to staff*
- *Linguistically appropriate*: *Providing services in languages that meet the needs of youth populations served*
- *Healing centered engagement:* *Healing Centered Engagement (HCE) is a holistic approach that expands upon trauma-informed care through its strength based, collective view of healing that does not limit trauma to the experience of an individual and "offers [a] more holistic approach to fostering well-being."*

73. **For this reporting period, please share the ways in which your organization used culturally and linguistically appropriate practices and/or healing centered approaches in the communities your organization served. Please include any relevant new organizational policies or practices added to your organization.** *

74. **How many staff received culturally responsive training during the reporting period?** *Note, The Center does not expect that EYC funded partners are receiving training each reporting period. If staff (including new staff) received training, please report the number trained. If staff did not received trainings during the reporting period, please enter 0.* *

Additional Information

75. **[Optional] Please share any other comments or highlights here, including media coverage.** You can also share photos, videos and stories with us through the Memory Fox platform: http://shfcenter.memfox.io/eyc. If you have suggestions to improve this reporting tool, please also share your feedback here.

Overview of Cumulative Report Section

- **Last Progress Report/Cumulative Report**

- Funded partners will be asked to provide information about their specific EYC programming, including selecting the type of services provided to youth and the length of time for youth/adults to participate in programming.

Program Model and Services/Supports Provided

49. Recognizing that your organization provided different types of services/supports to youth enrolled in EYC programming, please select up to five types of services/supports that most young people in your program received (internally or through referrals?) *Select up to five.* **

- ☐ Arts and Culture for Youth
- ☐ Youth Civic Engagement, Youth-led Grassroots Organizing, and Policy Advocacy
- ☐ Restorative Justice and Collective Healing
- ☐ School/Student Services
- ☐ Mentorship/Relationship Building (with at least one caring adult/mentor)
- ☐ Peer-led Empowerment and Leadership
- ☐ Career or Workforce Development Programming
- ☐ Communications, Media, and Journalism Programming
- ☐ Health Equity or Health Care
- ☐ Mental and Behavioral Health, Healing, and Emotional Wellbeing
- ☐ Substance Abuse Education and Prevention

- ☐ Supports for Immigrant and Refugee Youth
- ☐ Racial Justice Programming
- ☐ Reproductive Health Justice and Education
- ☐ Access to Basic Services
- ☐ Parent/family engagement

- ☐ Other - Write In #1 [_____]
- ☐ Other - Write In #2 [_____]
- ☐ Other - Write In #3 [_____]
- ☐ Other - Write In #4 [_____]
- ☐ Other - Write In #5 [_____]

50. Reflecting back to your core programming activities, what was the length of time for youth/young adults to participate? If you have more than one program, use additional rows below for each program. *

	Name of EYC-funded program	Length of time youth/young adults participated
1		-- Please Select --
2		-- Please Select --
3		-- Please Select --
4		
5		

- *Less than eight weeks*
- *Eight weeks to six months*
- *Six months to one year*
- *One to two years*
- *More than two years*
- *Other (please describe)*

Upcoming Timeline

- May/June – Alchemer overview and office hours to provide support to funded partners on the new progress report template and online platform

- June 17, 2024 the first biannual progress report due covering program activities from November 16, 2023 to May 15, 2024

- Future progress reports due every 6 months*

*The next progress report will be due January 31, 2025 and cover the time-period from May 16, 2024 to December 31, 2024.

Please email any questions to elevateyouthca@shfcenter.org.

Optional EYC Data Tracker

Questions?

Thank You!