



Community Action Progress Report Guidelines **Reporting Period: May 1, 2007 – September 30, 2007**

Your first quarterly progress report for your REACH Community Action grant is due via email to Diane Littlefield at dlittlefield@sierrahealth.org by Wednesday, October 31, 2007. When supporting documentation is not available for electronic submission, please note this and send the requested information via the mail.

The purpose of the quarterly progress report is to:

1. Inform Sierra Health Foundation of progress regarding your grant objectives.
2. Contribute to the external evaluation of the REACH initiative.

The Progress Report is a formal report of your REACH Coalition's activities that when approved meets one of your grant agreement deliverable requirements. The report must be signed off by the Coalition Coordinator and the Coalition Chair. Ideally coalition members, including youth, contribute to the report, and all coalition members should have access to review the report before submission.

In your progress report, report on each of the following key areas, using the guidelines provided:

- A. Coalition/Partnership Development
- B. Key Workplan/Evaluation Objectives
- C. Youth Engagement/Youth Leadership
- D. Sustainability/Leveraging of Resources
- E. Communication
- F. Administrative Issues

A. Coalition/Partnership Development

1. Describe the organizational structure of your coalition/partnership (eg. governance structure, decision-making, etc.)
2. How would you describe your coalition's commitment and readiness to implement the work plan? Provide some examples of coalition actions that you are particularly proud of that demonstrate active engagement and/or tangible contributions.

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3. Referring to the coalition self-assessment report you completed in March 2007, specifically report on any progress and challenges regarding each recommendation your coalition made for next steps. *For example, if your coalition recommended that it develop a governance structure and decision-making process – report on progress to date; provide any documentation that describes your governance and decision-making process. If your coalition recommended expanding the coalition to include more business members, what steps have been taken; what successes and challenges occurred? What other steps has your coalition taken to improve its function, inclusivity, youth engagement, power-sharing, leadership, governance, communication and sustainability?*
4. Does your coalition have a youth council or other youth leadership body separate from the coalition? If yes, please describe the group. How many youth are involved? How are youth connected to the decisions made by the coalition and the activities that get done?
5. Describe any awards, nominations or other special recognition of coalition members and/or staff.
6. Attach all minutes, attendance logs and other relevant coalition meeting materials. *If you are working with UCD to implement the web-based system to log and track your coalition meetings, attendance, notes, etc., in future reporting periods you will not need to attach these documents to the report; UCD will provide an analysis of your coalition attendance patterns for you.*

B. Key Work plan/Evaluation Objectives

1. Using your updated work plan and evaluation plan, report on EACH objective and key activity. Address:
 - your progress to date in meeting the objective, including successes and accomplishments
 - how the youth action plans are tied to the objectives and key activities
 - challenges and how you addressed them
 - any questions or concerns about moving forward with these objectives
 - any requested modifications to your objectives
 - what have you learned as a result of working toward this objective
2. List and attach any evaluation tools developed during this Reporting Period, along with any summaries and reports of data collected.
3. Attach your latest evaluation plan.

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4. For each of the Community Action Framework boxes E, D and C (framework attached), report on any activities that you haven't already addressed above; *no need to repeat any information that you have already reported on above.*

Box E: Build community capacity and conditions for change.

- What have you done to build your community's awareness, knowledge, engagement and commitment to youth development?
- What have you learned in this process? Have you seen any results or changes as a result of your work in this area?
- What are your next steps?

Box D: Implement Community Strategies to enhance supports and opportunities for youth.

- Have you implemented any of these strategies (see list in Box D) that you haven't already reported on?
- What have you learned in this process? Have you seen any results or changes as a result of your work in this area?
- What are your next steps?

Box C: Increase Supports and Opportunities for Youth.

- Have you increased any supports and opportunities (see list in Box C) that you haven't already reported on?
- What have you learned in this process?
- What are your next steps?

C. Youth Engagement/Youth Leadership (Where possible, integrate information about youth engagement/youth leadership into the other progress report areas. Use this section to report information that has not been included elsewhere in this report.)

Report on your coalition's progress in engaging youth in the coalition, in leadership opportunities, in the work plan activities, in the evaluation and other relevant opportunities. Describe any key successes and challenges. What are you particularly proud of? What challenges, if any, do you anticipate ahead of you. What resources will be needed to be successful? How do the youth in the coalition feel about their involvement, participation and contributions to date? Ask the youth to contribute to writing of this section.

D. Sustainability/Leveraging of Resources

1. Describe any activities the coalition may have undertaken to ensure the continued sustainability and expansion of its work (training, proposal writing, fund development plan, fundraising, discussions regarding systems and policy changes, etc.).

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2. As a result of the coalition's REACH work, has the coalition had any spin-off successes?
3. What challenges does the coalition anticipate, if any, to sustain itself after three years?
4. What resources and support might the coalition need to be successful in this arena?
5. List any direct or in-kind resource contributions that support your coalition goals, including estimated value, if known.

E. Communication

1. Document any media coverage (TV, radio, print, etc.) that the coalition has received during this reporting period.
2. How have you been able to use REACH communication tools, such as the website, the Youth Action cards, your community profile, other marketing products, etc.?

F. Administrative Issues

1. Have there been any staffing changes during the reporting period? Please describe.
2. Do you anticipate any other staffing changes? Please describe.
3. Are there any administrative issues between the coalition and the administrative sponsor that need to be addressed? Please describe.
4. Are there any other administrative issues to address? Please describe.
5. Please attach job descriptions for key REACH staff positions.