Data Report Checklist

Please ensure before submitting you have all required information below.

Submit the Excel version of your report along with the signed Narrative & Certification page.

Please read the instructions on each tab and ensure you complete all requirements.

CHECKLIST		
☐	**General Information**	• Fill out Implementing Agency • Fill out Agreement Number • Fill out Report Period – **Will be updated every quarter**

☐	**Committee Data**	On the first report of the grant period
		• Add all of your committees
		• Enter all projections from your grant narrative
		
		Other reports for the grant period:
		• Enter the:
		   ○ Number of meetings that quarter
		   ○ % of steering committee members in attendance for that quarter
		• Enter a narrative for each committee to explain activity for that specific quarter. – <u>This is required</u>

☐	**Non-Arrest Trainings**	**This tab is for all Non-Arrest Trainings ONLY** On the first report of the grant period: • Enter your projections in the top section of this tab. Other reports for the grant period: • Enter the number of non-arrest trainings. • Enter the number of criminal justice and family violence professionals educated through non-arrest trainings • Enter total number of training evaluations collected during that quarter. ○ Reminder that you are required to use the general evaluation for ALL non-arrest trainings. • Enter the number of attendees that report increased confidence on the evaluation. • Enter a narrative for non-arrest trainings to explain activity for that specific quarter. Including the trainings provided and their outcomes.

CHECKLIST		
☐	**Arrest Protocol Trainings**	**This tab is for all Arrest Protocol Trainings ONLY** On the first report of the grant period: • Enter your projections in the top section of this tab. Other reports for the grant period: For each of the Arrest Protocol Categories: • Enter the number of arrest protocol trainings. • Enter the number of criminal justice and family violence professionals educated through arrest protocol trainings. • Enter total number of training pre/post-tests collected during that quarter. ○ Reminder you are required to use the pre/post tests for any training longer than 1.5 hours • Enter the number of attendees that report increased confidence at post-test. • Enter a narrative for each arrest protocol trainings to explain activity for that specific quarter. Including the trainings provided and their outcomes.
☐	**Arrest Mini-Toolkit Trainings**	**This tab is for all Arrest Mini-Toolkit Trainings ONLY** On the first report of the grant period: • Enter your projections in the top section of this tab. Other reports for the grant period: For each of the Arrest Mini-Toolkit Categories: • Enter the number of arrest mini-toolkit trainings • Enter the number of criminal justice and family violence professionals educated through arrest mini-toolkit trainings • Enter total number of training pre/post tests collected during that quarter. ○ Reminder you are required to use the pre/post tests for any training longer than 1.5 hours. • Enter the number of attendees that report increased confidence at post-test • Enter a narrative for each arrest mini-toolkit trainings to explain activity for that specific quarter. Including the trainings provided and their outcomes.

CHECKLIST		

☐	**Training Attendee Data**	On this tab you will leave previous quarter(s) trainings and add your new trainings at the bottom of the list. (Ascending Order). Copy and paste additional tables as needed.
		• Add each training for the quarter
		    o Training Title
		    o Date
		    o Subject Matter
		    o Length
		    o Pre/Post Tests or Evaluations
		    o Number of Attendees that reported increased confidence
		    o Enter breakdown of attendees

☐	**Community Awareness Data**	On the first report of the grant period" • Enter Projections Other reports for the grant period: • Enter in the number of community awareness events. • Enter number of attendees at community awareness events and activities that were educated and given information about the council. • Enter number of agencies/organizations provided resources. **NOTE: You can only count an organization ONCE per grant period. If you send resources more than the time you count them just indicate that in the narrative but don't count them again. • Enter a narrative to explain activity for that specific quarter.
☐	**Narrative & Certification**	• Enter a narrative for any items that you did not cover in the other areas of the report. • Signatures ***NOTE: Two signatures are required on the report. **When you submit your report send the Excel file and a PDF of the Narrative and Certification page.**