

**Office of Family Planning
Teen Pregnancy Prevention Program**



TPP PROGRESS REPORT

**Training
January 8, 2008**

PRESENTER CONTACT INFORMATION

Joan Singson

Project Liaison/Training Specialist

ETR Associates

joans@etr.org

TRAINING PURPOSE



- Provide an overview of the revised TPP Progress Report Forms for MIP, I&E and CCG Programs.
- Discuss new requirements for progress report submission.
- Demonstrate the use of the Portable Document File (PDF) forms.



AGENDA

- Introduction
- Process Discussion
- Demonstration
- Questions and Answers

ADOBE ACROBAT



- What is Adobe Acrobat and why do we need to use it?
 - Portability – across platforms (Macintosh, PC – Windows, etc)
 - Interactive Forms
 - Data Extraction

ADOBE ACROBAT



- Adobe Acrobat Full Version
 - Standard or Professional Version
 - Adobe Acrobat 6.0, 7.0 or 8.0
- Adobe Acrobat Reader
 - Does not allow you to save the document.



Process Discussion

SUBMISSION



- Due Dates for Submission

- First Progress Report – Feb. 1st (Covering the period, July-Dec)
- Second Progress Report – Aug. 1st (Covering the period, Jan-June)

SUBMISSION



- Email the completed Progress Report to:
 - Contract Manager (CM)
 - Program Consultant (PC)
- Email the Progress Report by the due date.
 - Contract Manager will document whether you sent the Progress Report on time.
 - Do not email the Progress Report to your Evaluation Liaison.

SUBMISSION



- Progress Report Review

- Program Consultant will verify that the Progress Report is complete
 - Incomplete Report: PC will notify agency and require the program to resubmit the entire progress report to the PC.
 - Complete Report: PC will review the progress report for program compliance. A letter will be sent to the agency within 30 days from the date the Progress Report is received by OFP. The letter will acknowledge compliance/non-compliance and may include feedback/recommendations.
 - After the Progress Report has been approved the PC will forward it to the Contract Manager & Evaluation Liaison.

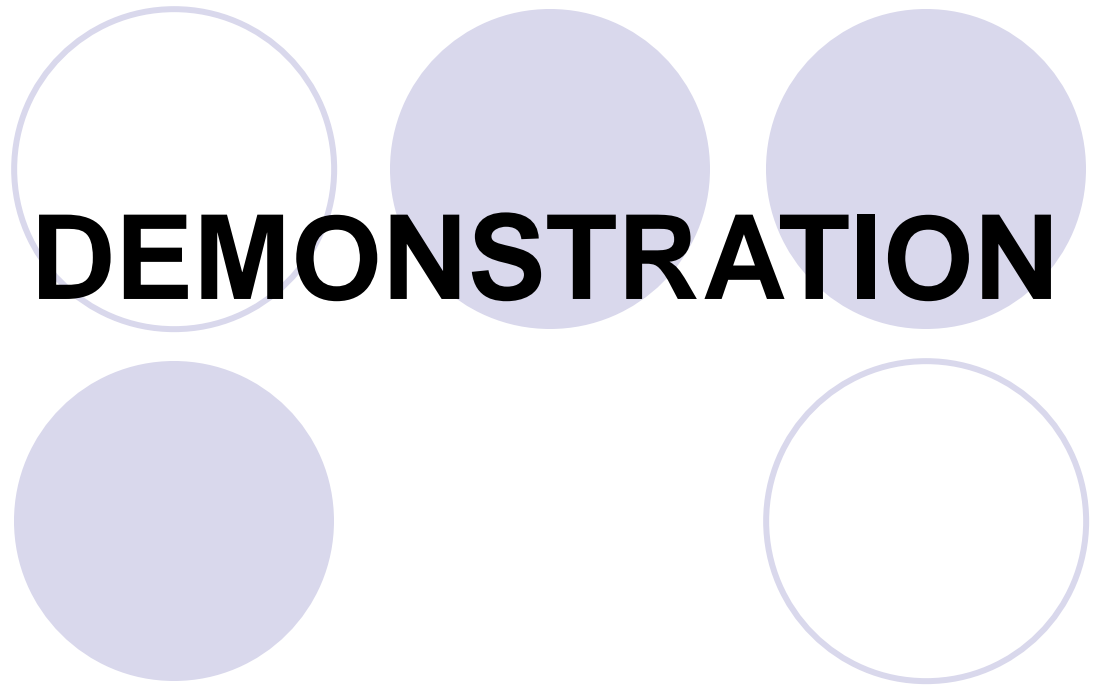
ELECTRONIC TRANSMISSION

- Forms should be transmitted as separate documents in the following sequence:
 - Part 1 – Progress Report Form
 - Part 2 – Objective Status Form (OSF) by objective
 - Attachment 1: Project Collaborative Roster
 - Attachment 2: Family PACT Clinical Linkage Form
 - Attachment 3: Sites of Service
 - Attachment 4: Community Match Record (CCG Only)
 - Attachment 5: Formal Collaborative Meeting Agenda/Minutes (CCG Level II Only) – *NO FORMS PROVIDED*

ATTACHMENTS



- Email all required attachments only. Do not email any supporting documents.
- All supporting documents must be maintained in the program office (i.e. sign-in sheets, flyers, brochures, articles, etc.).
- Documents must be readily available for audits.



DEMONSTRATION

DEMONSTRATION



- Part 1: Progress Report Form

<http://www.etr.org/ofp/programForms/TPPProgRepPart1-12-20-07.pdf>

DEMONSTRATION



- Part 2: Objective Status Form

<http://www.etr.org/ofp/programForms/TPPprogramRepPart2.pdf>

DEMONSTRATION



- ATTACHMENT 1: PROJECT COLLABORATIVE ROSTER

<http://www.etr.org/ofp/programForms/TPPAtt1AcollabRstr.pdf>

DEMONSTRATION



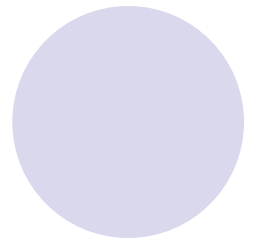
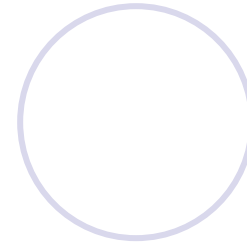
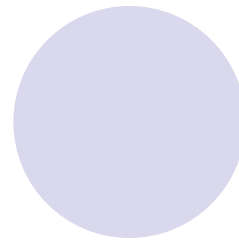
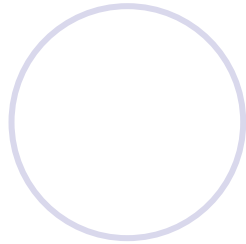
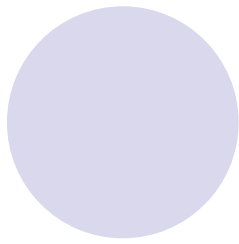
- ATTACHMENT 2: FAMILY PACT
CLINICAL LINKAGE ROSTER

<http://www.etr.org/ofp/programForms/TPPAtt2FpactClinkTPP.pdf>

DEMONSTRATION

- ATTACHMENT 3: SITES OF SERVICE

<http://www.etr.org/ofp/programForms/TPPAtt3SitesofServiceRoster.pdf>



Questions and Answers

The next portion of the training is for CCG only.

DEMONSTRATION



- ATTACHMENT 4: COMMUNITY MATCH RECORD (CCG Only)

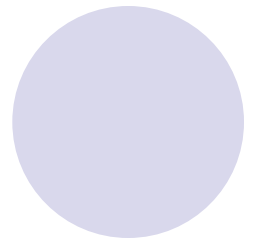
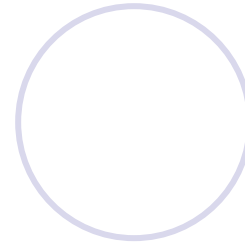
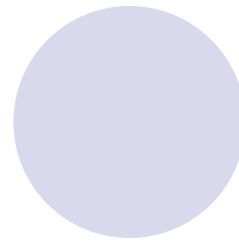
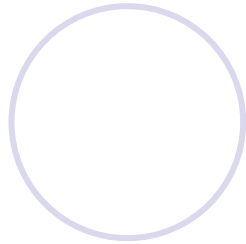
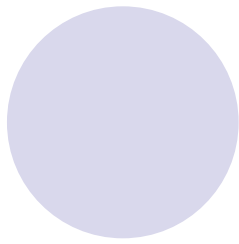
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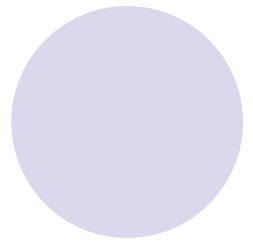
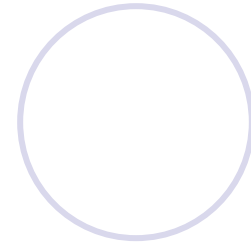
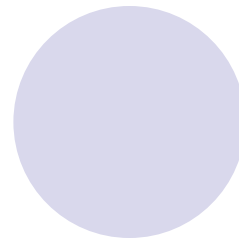
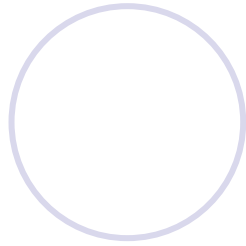
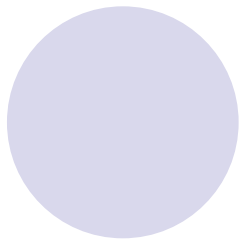


● Basic PDF Instructions

- Download forms and instructions from the Statewide Training and Technical Assistance. Website: www.etr.org/ofp
- Save on your computer or disk before completing the forms (i.e. EOC I&E PR1 Part 1 Feb.08).
- Familiarize yourself with Adobe Acrobat tools.
- Contact Joan Singson if you have questions.



End of Training



This training including Q&A sessions will be
posted on the Statewide Training and
Technical Assistance Website:

www.etr.org/ofp