

SAMELS MANUAL

STANDARD ACHIEVEMENT MONITORING AND EVALUATION LEVELS SYSTEM

EVALUATION SERVICES SECTION  
DIVISION OF JUSTICE AND CRIME PREVENTION  
8501 Mayland Drive  
Richmond, Virginia, 23229

October 31, 1978\*  
\*(Revised)

61985

## Annotated Table of Contents

This package is divided into sections based on monitoring and evaluation requirements for each level. All related reporting forms are included as well as narratives explaining the purpose of these requirements.

### Introductory Section: Summary Overview

This section provides the philosophy, purpose and objectives of the monitoring and evaluation system. A rationalization for the use of levels is outlined and a general discussion of roles and responsibilities for each level is included.

### Section I: Level I Procedures

Monitoring at this level is limited to the submission of semi-annual narratives with the quarterly financial reports. The grants administration section will be responsible for insuring the receipt of narratives from the subgrantees. Program specialists will read and complete the check-off and review on each narrative. The evaluation staff will be available for technical assistance should such be requested. Summary monitoring reports will be utilized by the program specialists for year-end synthesis and to aid localities in cost assumption decision making.

### Section II: Level II Procedures

The reporting requirements for projects placed on this level are similar to those of Level I with the addition of monitoring reports that are based on (both on-site and remote contacts, The monitoring acti plan guidelines delineate areas to be considered when formulating

the plan. This list is meant to aid "brainstorming" and should not be considered exhaustive. The workplan status report will aid projects in self-analysis. The summary monitoring report will be completed by the program specialist for year-end analysis and cost assumption information.

### Section III Level III Procedures

This section includes a set of criteria considered when determining the assignment of a particular project to this level of analysis. Monitoring activities include two on-site visits to the project by the program specialist whose emphasis should be on project development and management related activities. The evaluation staff will conduct an evaluation planning session with the subgrantee to help formulate an evaluation methodology. The data aggregation sheet will be submitted with the quarterly progress report to provide a quantified picture of project movement towards objectives. The progress analysis report will be prepared by the evaluation section and forwarded to the program specialist and subgrantee for consideration. The summary evaluation report will provide information for decision making related to continuation of funding by DJCP or cost assumption by the locality.

## RATIONALE AND DESCRIPTION OF SYSTEM

The SAMS (Standard Achievement Monitoring System) Level System was developed as a response to the large number of grants awarded by DJCP and the limited staff resources for evaluating all of the grants in terms of efficiency and effectiveness. In order to utilize the staff beneficially, it was decided to examine DJCP grants on the basis of their evaluability, the program development needs of DJCP and the potential value of the project to the Criminal Justice System. It should be noted that new grants were given special consideration because they offered a chance to observe a project for four years. These very general considerations are more clearly outlined in the document, "Criteria for Selecting Programs for Intensive Monitoring and Evaluation," developed by DJCP Evaluation staff (see attached).

On examining the grants within this framework, a categorization into three levels develops. A percentage of grants are provided funds for equipment or part-time/full-time employees in an existing criminal justice organizations. Evaluating the effectiveness or efficiency of such a small contribution to this type of organization is not a beneficial use of DJCP's staff resources. Therefore, these projects are placed at a level of minimal monitoring. This minimal reporting and monitoring is aimed at determining to what degree the equipment and personnel are being utilized as specified in the input application, the level of efficiency, and for identifying technical assistance needs.

It should also be noted that feasibility studies and construction grants are also placed on this level although the investment of funds may be large. These projects are perceived as only requiring compliance monitoring.

The above-mentioned types of grants were placed on Level I. This requires that the subgrantee submit semi-annual reports (January and July). These programs will only be monitored if a problem develops for which the program specialist deems it necessary and will receive technical assistance as requested or needed.

The second group of grants that emerged from this examination of projects were those inputs that requested funds to increase the overall efficiency of criminal justice organizations or implement accepted criminal justice strategies. Since these funds are allotted to programs already considered to have a desirable affect on the Criminal Justice System, it was decided that these programs should be reviewed in terms of their management. These types of programs were placed on Level II. Unlike Level I, Level II projects will be monitored on-site at least once during the grant year (around the ninth month) and at least once by telephone in the early active months of the grant by the program specialist. As with Level I, semi-annual reports will be submitted by the subgrantee. These projects will also receive technical assistance.

The final group of projects identified were those that would receive funds to implement new criminal justice strategies; new program strategies for Virginia, or to implement system-wide training efforts for the Department of Corrections and Police academies. These grants were chosen to receive the intensive

efforts of evaluation (as allowable by staff/time resources) because of their importance in facilitating answers to questions about new strategies, encouraging the program development philosophy of DJCP, and aiding the establishment of training evaluation systems in conjunction with other organizations concerned with training within the criminal justice system. These grants were placed on Level III.

It was determined that Level III projects should be monitored on-site at least twice during the grant year by the program specialist. In addition, the subgrantees will submit quarterly reports on progress to the DJCP evaluation staff for analysis and in return receive feedback via SAMS Progress Analysis Reports (PAR) on a quarterly basis. The multiple monitoring visits and quarterly reports and PARS will provide the basis for evaluation judgments as well as give the projects assistance in improving their operation. As with Level II projects, technical assistance will be rendered as necessary.

In summary, the limited staff resources of the DJCP staff mandates that it distribute its efforts in varying degrees of intensity over a large number of projects. In order to make the most efficient use of staff/time, grants were partitioned into three levels which logically seem to require different focuses of monitoring and evaluation.

#### Monitoring, Workplan and Reports

The monitoring visits, semi-annual narratives and quarterly reports will provide information about the project's progress in terms of its workplan. As previously stated, a concern raised

in developing the monitoring and evaluation system was to be able to make judgments about program efficiency (especially on Level I and Level II) and provide technical assistance for program improvement. Information about program efficiency will come through the reporting methods cited above.

The project workplan is required in the input application. A condition of approval is the existence of a completed workplan. The completed workplan must list all objectives and activities to reach the goals and objectives, planned begin and end dates, and how the accomplishment of the objectives or activities will be documented. The progress on the workplan which translates into progress towards completing objectives and activities, is considered evidence that the project is operating efficiently. This is not the only efficiency criteria. Level II projects that are service delivery oriented are asked to provide relevant data addressing the quality of service (Guidelines on data to be collected can be found in the Annual Action Plan, 1977.). Level III projects will report quarterly instead of semi-annually. These quarterly reports are similar to semi-annual reports in that issues concerning program efficiency are addressed. The difference in the reports is that Level III projects will be expected to report certain specified data on a quarterly basis. This data will not only deal with project efficiency, but will also address project effectiveness.

The data to be collected for Level III projects will be negotiated early in the grant period through the evaluation

planning session(s) which will involve input by the evaluation specialist, program specialist, project personnel, The Council on Criminal Justice, and other parties that have an interest in the progress and impact of the project. This session(s) will establish the important issues to be addressed in evaluating the project (evaluation questions) by bringing together the collective informational needs of those who have to make decisions about the project. Once the informational needs are established, the data to be collected to meet the needs can be decided. This data will be reported quarterly on a data aggregation document along with the narrative discussion of efficiency issues.

Program specialists and evaluators will meet regularly on a monthly basis to discuss any upcoming monitoring or evaluation activities within their respective program categories. These meetings will provide an opportunity to exchange information and enable program specialists and evaluators to be kept up to date on any new developments of specific projects. This session should provide an opportunity to review the previous month's activities, in addition to planning future directions related to monitoring and evaluation.

In summary, the monitoring visits, semi-annual and quarterly reports will provide information about the project's progress towards meeting its objectives. These objectives along with activities are stated in the workplan submitted with the input application and serves as a measuring instrument of project efficiency and quality. It should also be reiterated that the monitoring visits and the reports submitted will be useful tools in assisting projects to improve their operation.



### Utilization of Evaluation Results

Varying degrees of evaluation judgments will be generated. Level I and Level II judgments will focus on project management. These judgments will be summarized in a Summary Monitor's Report to be generated by program specialists prior to renewal of continuation grants. These reports will be based on the program specialist's review of semi-annual reports and monitoring reports. Level III grants will require judgments about management and effectiveness. The conclusions about Level III projects will be contained in Summary Evaluation Reports to be written by evaluation specialists prior to renewal of continuation grants. These reports should be a cooperative effort which should represent a consensus of program specialist and evaluation specialist judgments on the project. These reports will be based on quarterly reports, monitoring reports, information gathered as a part of the evaluation plan, and agreements with subgrantees as a result of the evaluation planning sessions. Although evaluation will be performed on a limited basis at present, it is projected that more intensive levels of evaluation will be attempted as more of a foundation for evaluation is established with the development of SAMS.

At present, the evaluation specialists accompany planning staff on visits to the field prior to Phase I of the planning cycle. Phase I is the problem-analysis stage. The monitoring and evaluation system is explained at this time. Prior to Phase II, which is the plan-writing stage of the planning cycle, based on any available previous evaluation data, technical assistance

will be offered as needed for completing the project input form. The project input form as a document is the context in which the project is judged. The project input form defines the problem the project will address, gives a complete description with specific objectives and strategies within a time frame format (project workplan), as well as the project's linkages with other inter-related agencies. During the review of inputs, the evaluation staff provides assessments of the adequacy of inputs and reports on project progress. Through the grant award process, evaluation specialists will be available to aid the Council on Criminal Justice by providing appropriate evaluation information.

In the future, as DJCP becomes more involved in program development, the evaluation information will be used to formulate appropriate program planning and funding decisions.

## PROCEDURES FOR LETTERS -- TRANSMITTALS, ETC. . .

The Evaluation Section will provide a list to Grants Administrator and the Financial Section with Levels of all grants. All Levels will be placed beside grants on the GMIS. All reports received will go to central files with copies to the DJCP Evaluation and Program Specialists.

### Level I

Introductory form letter concerning monitoring requirements will be sent out along with notification of grant award by the Grants Administration Section:

Copies To: Program Administrator  
Project Directors (if applicable)  
PDC Planners  
Central Files

Notification letter of narrative due will go out with the January and July quarterly financial reports (A paragraph will be incorporated into existing letter). This will be sent out by the Financial Section:

Copies To: Program Administrator  
Project Directors (if applicable)  
Central Files

A copy of all narrative progress reports will be submitted to the Evaluation Coordinator in addition to the respective Program Specialist.

A summary monitoring report will be required for service delivery grants placed on this level. Grants funding any type of equipment, construction or feasibility studies are not required to be summarized in this format if the funds have been expended and the activities are completed. The last semi-annual progress report will suffice in fulfilling this monitoring requirement.

## PROCEDURES FOR LETTERS -- TRANSMITTALS, ETC. . .

### LEVEL II

Introductory form letter concerning monitoring requirements will be sent out along with notification of grant award letter by the Grants Administration Section:

Copies To: Program Administrator  
Project Director (if applicable)  
PDC Planner  
Central Files

Notification letters of narratives due will go out with the January and July quarterly financial reports. (A paragraph will be incorporated into existing letter). This will be sent out by the Financial Section:

Copies To: Program Administrator  
Project Director (if applicable)  
Central Files

A copy of all narrative progress reports, including the workplan status report will be submitted to the Evaluation Coordinator in addition to the respective Program Specialist.

Notification letters for monitoring visit will go out 15 working days prior to the visit and will be sent out by the program specialists. Included with this letter will be the MAP Plan as outlined by the Specialists:

Copies To: Program Administrator  
Project Directors (if applicable)  
Evaluation Coordinator  
Central Files

Monitoring reports will be prepared by the Program Specialists within 30 working days after their visit.

Copies To: Program Administrator  
Project Director  
Evaluation Coordinator  
Central Files

Program Specialists will prepare a final summary monitoring report for all grants assigned to this level. These reports should address issues necessary to aid decision making concerning continuation of funding or Assumption of Cost issues.

Copies To: Program Administrator  
Project Director  
Council on Criminal Justice  
Local office or State Agency Director  
Program Specialist  
Central Files

PROCEDURES FOR LETTERS -- TRANSMITTALS, ETC. . .

LEVEL III

Introductory form letters concerning monitoring requirements will be sent out along with notification of grant award by Grants Administration Section:

Program Administrator  
Project Director (if applicable)  
PDC Planner  
Central Files

Introductory letters outlining the Evaluation Planning Session (s) process to formulate evaluation designs and data collection procedures will be mailed out by the Evaluation Services Unit upon notification of grant start up by the Program Specialist.

Copies To: Program Administrator  
Project Director  
Evaluation Coordinator  
Program Specialist  
Central Files

Notification letters of narratives due will go out quarterly with quarterly financial requests. (A paragraph will be incorporated into existing letter). This will be sent out by the Financial Section:

Copies To: Program Administrator  
Project Directors (if applicable)  
Central Files

Notification letters for monitoring visit will go out 15 working days prior to the visit and will be sent out by the Program Specialists. Included with this letter will be the MAP Plan as outlined by the Specialists.

Copies To: Program Administrator  
Project Director (if applicable)  
Evaluation Coordinator  
Central Files

Monitoring reports will be prepared by the Program Specialists within 30 working days after their visit.

Copies To: Program Administrator  
Project Director  
Evaluation Coordinator  
Central Files

Quarterly narrative progress reports will be sent to Central Files, Program and Evaluation Specialists. Project data will go to Central Files, and the Evaluation Section will review project data for Quarterly Par and yearly Summary Evaluation Reports. The Evaluation Section will prepare a Progress Analysis Report within 30 days of receipt of quarterly narrative progress reports.

Copies To: Program Administrator  
Project Director  
PDC Planner  
Program Specialist  
Central Files

The Evaluation Section will prepare a final summative evaluation of each Level III project and copies will go to:

Program Administrator  
Project Director  
PDC Planners  
Program Specialist  
Central Files  
Council on Criminal Justice  
Local Office or State Agency Director

The Summary Evaluation report form will be used for the yearly summary as well as final report necessary for Assumption of Cost information

CRITERIA FOR SELECTING PROGRAMS FOR  
INTENSIVE MONITORING AND EVALUATION

1. FUNDING LEVEL OF GRANT OR PROGRAM AREA:

Generally, grants under \$10,000 will not be selected for intensive monitoring or evaluation. However, if a grant under \$10,000 is part of a programmatic area that has been selected for intensive monitoring or evaluation, the project might be included if it provides a unique strategy that should be part of any assessment of a programmatic area.

2. INNOVATIVE CHARACTER OF SPECIFIC GRANT OR PROGRAM AREA:

If a project or program area appears to be representative of a relatively new approach or "change" effort, it will be selected for intensive monitoring or evaluation.

3. REPLICABILITY OR TRANSFERABILITY:

If demonstrated to be successful, many projects can be replicated widely in other jurisdictions and agencies. In those instances where a project holds great potential for replication and transfer to other jurisdictions, it will be intensively monitored and considered for an evaluation.

4. CONTROVERSIAL NATURE:

In those instances in which a project or program is expected to be particularly controversial, it will be intensively monitored and considered for an evaluation to facilitate an objective analysis of the project and its results.

5. PRIORITY PROJECTS:

Projects identified by the Secretary of Public Safety, the Council on Criminal Justice, or director of DJCP as high priority projects will be considered for evaluation.

6. DURATION:

Monitoring will begin at a project's inception or no later than its second year. Projects in their third or fourth year can be considered for an evaluation if there is enough data to justify it.

7. OTHER CONSIDERATIONS:

A. Geographic Location. A project that would normally not be considered for intensive monitoring or evaluation might be part of an intensive monitoring or evaluation effort if it is located near other projects that are part of such an effort.

Criteria for Selecting Programs for  
Intensive Monitoring and Evaluation  
Page Two

B. Projects already on SAMS. Projects that are already on SAMS will be continued even if they do not meet the criteria for intensive monitoring or evaluation. If a SAMS form exists for other programs of this type, they will also be considered for intensive monitoring or evaluation.

C. Requests. Projects that request to be put on intensive monitoring or evaluation will be considered.

8. PROGRAMMATIC STRUCTURE:

In order to be considered for intensive monitoring or evaluation, a program must have the potential for developing a structure that would contain the following elements:

A. OBJECTIVELY ESTABLISHED PROGRAM NEED:

1. A program should address a criminal justice-related problem or need.
2. It should be possible to objectively show that this need does exist as opposed to someone simply "saying" that it exists. For example, the "need" for a particular training program is often nothing more than a program director "saying" something like: "We have to train five people this year."
3. This need or problem should be in human services, training, treatment, diversion, etc., and not in such areas as equipment purchases, hardware, or data processing or planning.

B. "LONG RANGE" AS OPPOSED TO "IMMEDIATE NEED":

1. A program selected for intensive monitoring or evaluation should have the potential to be a "long range" type program. By "long range" we mean that it tries to effect a permanent change in a client population's behavior over a period of time. Thus, a counselor program, a training program, a drug program, etc., are all "long range" type programs where something is being "taught" to someone in order to effect permanent changes in behavior.
2. By "immediate need" we mean a program designed to meet an "immediate" or "emergency" need. A paramedic program in a jail, where inmates are given medical treatment to meet immediate, specific symptoms is an example of such a program.

C. ELIGIBILITY CRITERIA:

1. A program selected for intensive monitoring or evaluation should have "eligibility criteria." That is, there should be certain rules or regulations that set standards for entrance and exit to and from the program.
2. Thus, a program is something that does not accept everyone, but has a specialized population.



D. SYSTEMATICALLY RELATED TO OTHER CRIMINAL JUSTICE COMPONENTS:

1. A program selected for intensive monitoring or evaluation should have the potential for developing a formal, written statement of its place in the Criminal Justice System. This statement should reflect both "mandated" explicit relationships with other components, and more informal, ad hoc type relationships.
2. This means that a program is something that is part of a systematic flow of information. For example, projects that cannot show what information they require from other criminal justice components are incomplete as regards to programmatic structure. Similarly, projects that do not show what information they are producing and who this information is being forwarded to within the criminal justice system are incomplete programatically.
3. Programs should potentially be able to say where their clients come from and why, what happens to them within the program, and where they go upon leaving the program. For example, a program that has no idea what happens to its clients after leaving the program will be considered incomplete programatically, since it does not relate its activities to other components within the CJ system.

E. A LOGICAL SEQUENCE OF OPERATIONS:

1. A program selected for intensive monitoring or evaluation should have the potential for developing a specific plan or approach that outlines the sequence of steps of its operations.
2. This plan should identify what will count within the program as valid knowledge. For example, what are correctional officers expected to know as a result of training? What does an alcohol treatment program consider to be correct behavior for "recovered" alcoholics? A program should have a Curriculum.
3. This plan should identify what will count within the program as a valid transmission of knowledge. For example, what is the right way to counsel drug addicts? Should a training program have a team teacher approach or be made up of lectures and slide shows? A program should have a "teaching" approach or strategy.
4. This plan should identify what will count within the program as valid realization of knowledge. For example, how does a half-way house decide when clients are ready to leave? What is "passing" in training? A program should have a means of evaluation to determine the change or "success".
5. This plan should contain a forecast of future activities, and a timetable that specifies when these activities are to take place, who is to carry them out, and what these activities are expected to accomplish.

Criteria for Selecting Programs for  
Intensive Monitoring and Evaluation  
Page Four

F. FOLLOW-UP:

1. Programs selected for intensive evaluation should have program success related in some way to what happens to clients after treatment.
2. A program is something that is able to measure in some way its influence or change on other parts of the Criminal Justice system and society in general.

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### MONITORING AND EVALUATION ATTACHMENT LEVEL I

This is to inform you about the requirements of the Division of Justice and Crime Prevention "Special Condition No. 9" for the monitoring and evaluation of your grant for the coming year. We are currently implementing a Monitoring system which emphasizes various levels of monitoring activity for DJCP funded projects. We have developed basic criteria (i.e., funding level, replicability, program structure) to determine how projects will be monitored.

After staff review, it has been determined that your project will be required to submit narrative progress reports describing the project's operation and accomplishments during the year. These reports will be due semi-annually along with January and July Quarterly Financial Reports. You will receive notification prior to the time the reports are due. We have enclosed for your use copies of the report form(s) to be used in outlining your projects' major activities and accomplishments.

If there are any questions or problems concerning monitoring requirements, please feel free to contact: Frank Sansone-- Evaluation Services Coordinator, DJCP, 8501 Mayland Drive, Richmond, Virginia 23229, Telephone 804-786-7421.

enclosure

**DIVISION OF JUSTICE AND  
CRIME PREVENTION**

**DJCP SEMI-ANNUAL PROGRESS REPORT  
SERVICE DELIVERY GRANTS**

Applicant: \_\_\_\_\_ Grant No: \_\_\_\_\_

Program Administrator: \_\_\_\_\_ Grant Period: \_\_\_\_\_

Project Director: \_\_\_\_\_ Date of Report: \_\_\_\_\_  
(signature)

Report Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_  
(signature)

This semi-annual report is required as part of DJCP's reporting and monitoring requirements. This report will be submitted twice annually during the months of January and July and should be concerned with reporting on the project's progress. Please respond to the following items and attach to this page.

1. Briefly describe the progress made toward meeting your project's objectives. Your analysis of achievements should include, whenever possible, relevant data (i.e., no. of clients, services provided, etc.) which supports your view of the project's progress.
2. State what has been accomplished as of the date of this report and whether the activities/tasks are on schedule and in agreement with your application's timetable (workplan). Where there is a deviation, please explain the reasons for this deviation. Please use the attached Workplan Status Report and return with this Progress Report.
3. Describe any problem(s) which might affect your project's operation now or in the future. Indicate to what extent the problem will influence the meeting of the project's objectives and how you plan to address the problem(s).

Mail one copy of this report to the Division of Justice and Crime Prevention, 8501 Mayland Drive, Richmond, Virginia 23229.

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ DJCP Use Only

Final Report:  yes  no

RECOMMENDATIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**DIVISION OF JUSTICE AND  
CRIME PREVENTION**  
**DJCP**

**DJCP SEMI-ANNUAL PROGRESS REPORT  
Feasibility and Construction Grants**

Applicant: \_\_\_\_\_ Grant No: \_\_\_\_\_

Program Administrator: \_\_\_\_\_ Grant Period: \_\_\_\_\_  
(signature)

Project Director: \_\_\_\_\_ Date of Report \_\_\_\_\_  
(signature)

Report Prepared by: \_\_\_\_\_ Title \_\_\_\_\_  
(signature)

This semi-annual report is required as part of DJCP's reporting and monitoring requirements. This report will be submitted twice annually during the months of January and July. This report should address the status of the feasibility study or construction of a facility. Please respond to the following items in reporting on your project's activities:

1. The proposed construction or feasibility study began on: \_\_\_\_\_  
(date)

2. The project was completed or is anticipated to be completed on: \_\_\_\_\_  
(date)

3. Briefly summarize the status of the construction or feasibility study as of this report: Please use the attached Workplan Status Report and return with this Progress Report.

4. Describe briefly any problems, fiscal or programmatic, which have arisen that may have impact on the meeting of this project's objectives: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mail one copy of this report with three copies of the feasibility study, if it has been completed during the period covered by this report, to the Division of Justice and Crime Prevention, 8501 Mayland Drive, Richmond, Virginia 23229.

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ DJCP Use Only

Final Report:  yes  no

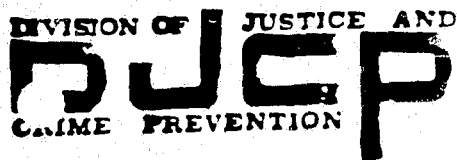
RECOMMENDATIONS: \_\_\_\_\_  
\_\_\_\_\_

## INSTRUCTIONS FOR COMPLETION OF SUMMARY MONITORING AND EVALUATION REPORTS

The following summary report should be completed when formulating a recommendation concerning funding of a project by a locality or state agency. Fill in only those spaces which are applicable to the specific project. Please keep summaries objective and brief for review purposes. This format will be utilized for all subgrantees that are reviewed for assumption of cost. Additionally, this report will be used for year end summary evaluations.

## Section I

- a. Project Name: Provide name and type of project when applicable.  
Example: Family Counseling Unit - Barrett Learning Center
- b. Program Category: Fill in the letter code of the program area.
- c. Grant Number: List all grant numbers and years beginning with the current year.
- d. Dollar Amounts: Specify the amount of funds allocated to the subgrantee for all grant periods beginning with the current year.
- e. PDC: Fill in the Planning District in which the project is located.  
Include name and number.
- f. Agency Funded: When a state or local agency has received funds to operate a project, please provide the name. Examples: Department of Corrections - Division of Youth Services; Hampton Social Services Department.
- g. Location: Fill in the appropriate city or county where the project is located.
- h. Report Date: Fill in date of completed report.
- i. Period Covered: Fill in the period of time this report is covering. The most available information will determine how much of the grant cycle will be included in this report. (Example: Although the date of this report may be June, 1978, all available information may cover only through December, 1977)
- j. Data Sources: List reports utilized in completing this summary. Examples: Semi-annual narratives, financial reports and consultant studies. Additional information reports used for project assessment should be included.
- k. DJCP Specialist: Provide signature of program specialist responsible for monitoring administration and technical assistance.
- l. DJCP Evaluator: Provide signature of evaluator responsible for monitoring and evaluating the project.



EVALUATION SERVICES  
SUMMARY MONITORING REPORT

Grant # \_\_\_\_\_

a. Project Name _____	b. Program Category # _____ - _____
c. Grant Number _____	Year _____
d. Dollar Amount _____	e. PDC# _____ - _____
_____	_____
_____	f. Agency Funded _____ State _____ Local _____
_____	Agency Name _____
_____	g. Location _____
_____	_____
h. Report Date _____	i. Period Covered _____ - _____
j. Data Sources _____	
k. Specialist _____	l. Evaluator _____
(signature)	(signature)

RECOMMENDATIONS:

Continue \_\_\_\_\_ Continue with modifications \_\_\_\_\_ Discontinue \_\_\_\_\_

ACHIEVEMENT OF OBJECTIVES:



NARRATIVE SUMMARY:

## MONITORING AND EVALUATION ATTACHMENT LEVEL II

This is to inform you about the requirements of the Division of Justice and Crime Prevention "Special Condition No. 9" for the monitoring and evaluation of your grant for the coming year. We are currently implementing a Monitoring system which emphasizes various levels of monitoring activities for DJCP funded projects. We have developed basic criteria (i.e., funding level, replicability, program structure) to determine how projects will be monitored. After staff review, it has been determined that your project will be required to submit narrative progress reports describing the projects' operation and accomplishments during the year. These reports will be due semi-annually along with January and July Quarterly Financial Reports. You will receive written notification prior to the time the reports are due. We have enclosed for your use copies of the reporting form(s) to be used in outlining your projects' major activities and accomplishments.

Also included in the monitoring of your project, will be an on-site visit of your project by a DJCP staff person. This visit will be in the last quarter of your grant year. Prior to the visit, you will receive an outline explaining its purpose, data needed for monitoring and any other information needed to make an overall assessment of your project. If you have any major problems or technical assistance needs during this visit, please be prepared to discuss them at the time of this visit.

If there are any questions or problems concerning the monitoring requirements, please feel free to contact: Frank Sansone-- Evaluation Services Coordinator, DJCP, 8501 Mayland Drive, Richmond, Virginia 23229, Telephone 804-786-7421.

enclosure

**DIVISION OF JUSTICE AND  
CRIME PREVENTION**

**DJCP SEMI-ANNUAL PROGRESS REPORT**

Applicant: \_\_\_\_\_ Grant No.: \_\_\_\_\_

Program Administrator: \_\_\_\_\_ Grant Period: \_\_\_\_\_

Project Director: \_\_\_\_\_ Date of Report: \_\_\_\_\_  
(signature)

Report Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_  
(signature)

This semi-annual report is required as part of the Division of Justice and Crime Prevention's reporting requirement. This report should focus on a description of the status of those activities indicated in your original workplan (methods and timetables).

The format for this report is the following:

1. Response to Workplan Status Report

We have enclosed a blank workplan with an additional column entitled "Status of Projected Activities". As part of this report you should: (1) transfer your completed workplan to the blank workplan form; (2) fill in the column entitled "Actual" with the dates for those activities which have been completed or objectives which have been met; (3) complete the additional column entitled "Status of Projected Activities" by briefly describing the progress made toward implementing each of the various objectives/activities during this reporting period. Wherever possible, progress made on projected activities should be supported by any relevant data. (For example, if there is an objective to serve a stated number of clients, your assessment of progress should indicate such things as number served, number referred for additional services, etc.)

Complete Section II on a separate page and attach it to this page with the workplan.

II. Program Issues

This section is to provide an overall description of your project's progress in narrative form and allow you the opportunity to relay any problems for which you may need assistance.

- A. Provide an assessment of your project's overall progress. This analysis should follow a logical sequence relating the projected activities to the specified project objectives.
- B. Describe any deviations or changes in the projected activities or workplan time frames.
- C. If you are having problems, whether they are administrative, programmatic, or evaluative, and wish assistance, briefly explain the problem and type of assistance needed.

Mail one copy of this report, along with the extended Workplan Status Report to the Division of Justice and Crime Prevention, 8501 Mayland Drive, Richmond, Virginia 23229.

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ DJCP USE ONLY

Final Report:  Yes  No

RECOMMENDATIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





CODE: ES/9

# COMMONWEALTH of VIRGINIA

*Division of Justice and Crime Prevention*

COUNCIL ON CRIMINAL JUSTICE  
BEVERLY A. DAVIS, III, Chairman

6501 MAYLAND DRIVE RICHMOND VA 23229  
PHONE 786-7421

RICHARD A. HALL  
Director

(Date)

(1) Addressee

Dear \_\_\_\_\_ (2) \_\_\_\_\_:

On \_\_\_\_\_ (3) \_\_\_\_\_, \_\_\_\_\_ (4) \_\_\_\_\_, at \_\_\_\_\_ (5) \_\_\_\_\_,  
\_\_\_\_\_ (6) \_\_\_\_\_, I will visit your agency to monitor grant(s)  
\_\_\_\_\_.

Enclosed is a copy of DJCP form numbered DJCP \_\_\_\_\_ (7) \_\_\_\_\_ with questions to be asked, which I will use when monitoring the above mentioned grant(s).

The purpose of the monitoring visit will be to assess your projects progress by using the workplan as a basis for comparing your projected/intended activities against actual accomplishments. I will be obtaining information, data, and material which will provide a basis for determining whether or not the program is proceeding according to plan. Where it is not, an effort will be made to identify those conditions causing the deviation and make a recommendation for corrective action. As a result of the monitoring visit, a report will be written and a copy made available to you upon completion.

If you have any questions concerning this visit, please contact me.

Sincerely,

\_\_\_\_\_  
(8)  
\_\_\_\_\_  
(9)

(10)/

Enclosure

## MAP PROBES

The purpose of the Monitoring Action Plan MAP PROBES is to offer the program specialist a means by which to systematically approach his development of a Monitoring Action Plan (MAP) for on-site and remote monitoring. The MAP PROBES are structured for this process, however, it is not meant to be a restricting device in developing the MAP. The program specialist should use it simply as a guideline--adding and deleting sections to the MAP as is necessary for the specific grant and its operation.

### MAP SECTION - PROBE LIST

#### A. STAFFING ISSUES

1. Qualifications--Do the qualifications of the staff people in the program reflect the needs of the client and/or program?
2. Functions--Are responsibilities designated in writing?  
Do the staff feel they are a realistic outline of their responsibilities? Are there any problems among the staff that relate to their formal function as specified in Standard Operating Procedures? What are some of the perceptions of other agencies in regard to this program's staffing?
3. Training--~~Is~~ there ongoing training programs for staff, especially for para-professionals? Does the training reflect client needs and/or help to fill those needs? Is the training appropriate for the staff in this program? Are the methods appropriate? What form does the training take? If appropriate, procure copies of the training program and impact on the trainees. What are the qualifications of the trainers?
4. Staff turnover--Has the staffing been consistent over time? Is turnover related to issues other than job competency? i.e., political

success? What are some of the clients' perceptions of the staff?  
(If appropriate)

B. CLIENT-RELATED ISSUES

1. Intake process--Is there proper documentation, and is it appropriate to the client group? Are there intake procedures, diagnosis and evaluation, a staffing process? Is there a process by which definitive behavioral goals are set with clients? Is there a Treatment Plan Record for each client? Is it complete?
2. Do they have a formalized standard operating procedure relative to client care? (Especially in relation to legal issues)
3. Referral System--From whom do they receive referrals? Are these referrals formal and/or informal? If the referrals are formal, a copy of the document developing the formal relationship should be procured. Are the referrals from these agencies appropriate to the type of service offered? Is the staff aware of available services in the community and/or region relative to the client population? In relation to referral systems, do they have a crisis intervention type program? Does this agency or program refer to other programs in the community? It will be important to get a listing of the programs they refer to and possibly how many clients they refer to their program. An assessment should be made of the appropriateness of these referrals to these agencies.
4. Record Keeping System--Does the agency have some method of recording information and data of clients in order to complete necessary reports?



5. Data Collection Format--Are the forms and/or methods used for data collection appropriate for the client group? Is the data used to assist the program in planning and/or policy development? Is the information/data analyzed and reviewed for the purposes of determining degree of success of the program?
6. Diagnosis for Service--Is there a formal method used to diagnose clients? i.e., Physical and mental tests--if appropriate, please secure copies (blank)
7. Case Coordination--Do the staff work together in some form in offering services to the client groups? With other support agencies and services?
8. Conferences Concerning Cases in General--Do they have a pre-planned case conference in areas relative to specific client groups?
9. Goal Attainment--Is there a method for measuring attainment of goals to clients? Is it used to alter treatment and/or programs for the clients? Is the method of measuring attainment formal? If formalized, please procure the proper forms. Is there a Treatment Plan or Service Plan?
10. Client Interviews--Where appropriate, interviews with clients may be warranted to validate services delivered, however, confidentiality may be an issue.
11. Follow-up--Is there a follow-up system in place to track clients after they leave the program? Is there any data available on follow-up? If so, this data should be collected. Is follow-up and/or information used to change program policy? How is it used?

#### C. PHYSICAL

1. Building--Is the environment conducive to carrying out the services?
2. Files--Are the files kept in good working order so data on project

performance is easily accessible?

- 3. Equipment--Is the equipment maintained in good order? Are there any dangers to clients and/or staff? Is all equipment tagged and inventoried? If there is an inventory list, please procure. If automobiles are used for services, it may be necessary to check the safety of the automobile. (Required inspection)

D. PROGRAM COORDINATION

- 1. Planning--Does the agency, as a unit or separately, plan with other agencies, especially as this may be relative to the client population served and/or continued operation of the program? i.e., continued funding of program after DJCP funding discontinues.
- 2. Client Issues--Is planning done with other agencies in relation to client issues? For example, in this area you might look for a needs assessment. Are formalized referral agreements and liaisons established with their agencies?
- 3. Community Involvement--Is there input from the community? Through what means? What form does the input take? i.e. Board of Directors, Citizen Advisory Groups, volunteer groups, etc. At this point, it may be appropriate to interview or contact some of the people indicated as being involved in the project from the community.
- 4. Board of Directors--Does the Board reflect a good cross section of the community in relation to the purpose of the program? It is especially important to be aware that criminal justice input in the program is crucial. i.e., police chief, judges, certain law organization.
- 5. Communication Within Agency--Does the staff receive supervision from the director? In your opinion, is this direction adequate to achieve the goals of the agency? In your opinion, how do you feel staff

communicate with each other? Is most communication done formally or informally at the agency? Generally, does staff feel satisfied about the adequacy of their work at the agency? If possible, the monitoring should include (Unobtrusive, if possible) observation of the program in operation. It is obvious that you will have to make some value judgement as to the kinds of relationship staff people have with one another in regard to the goals and objectives of the program.

E. POLITICAL ISSUES

1. What is the relationship of this agency with local, state, and federal level political groups? Are they tied in closely with local political pulse? Do they have a relationship formally and informally with the mayor, city manager?

It is very important to realize that political issues, especially in the locality, affect the continuity of the program beyond DJCP funding and also affect the functioning of that program while it is funded. Any political issues that may affect the success or failure of the program in your view should be reviewed. Documentation of relationship politically between individuals, of course, is a very hard task to accomplish. However, if you mention to the subgrantee that you are concerned about the continuity, he or she may be more than willing to expand on the things in which they are involved that may influence the program's future.

## MONITORING AND EVALUATION ATTACHMENT LEVEL III

This is to inform you about the requirements of the Division of Justice and Crime Prevention "Special Condition No. 9" for the monitoring and evaluation of your grant for the coming year. We are currently implementing a Monitoring system which emphasizes various levels of monitoring activities for DJCP funded projects. We have developed basic criteria (i.e., funding level, replicability, program structure) to determine how projects will be monitored.

After staff review, it has been determined that your project will be required to submit a Quarterly Narrative Progress Report and be monitored on-site a minimum of two times within the grant year. A representative of the Evaluation Section will visit your project upon notification by you that it is operational (in the case of a new grant) or at the beginning of a new grant cycle (continuing grants), to negotiate possible data elements and a feasible reporting format for your grant. You will be notified in advance of the due dates for the Quarterly Reports, which will coincide with your Quarterly Financial Report dates. We will also send you a notification letter of the proposed on-site visit along with the format that the program specialist will use in assessing your progress. This format will provide you with a sample of the questions that you can expect to respond to, additional data needs and other information that may be needed by the monitor while visiting your project. We have enclosed a copy of the proposed Quarterly Reporting Format for your use, and will discuss in detail your requirements at the time of the initial negotiation visit by the Evaluation Section.

If you have any questions, feel free to contact: Frank Sansone--  
Evaluation Services Coordinator, DJCP, 8501 Mayland Drive, Richmond,  
Virginia 23229, Telephone 804-786-7421

enclosure

Dear \_\_\_\_\_:

The Evaluation Services of the Division of Justice and Crime Prevention (DJCP) is responsible for the development and maintenance of the Program Monitoring and Evaluation System for DJCP funded projects.

Upon review of your project, it was established, through application of a set of criteria, that evaluation of the processes and outcomes involved in your project and its strategy is of high priority for one or more of the following reasons; 1) high funding level of grant/program area, 2) innovative character of the project, 3) replicability or transferability of strategies employed, 4) controversial nature of the strategy employed, 5) high priority projects as identified by the Secretary of Public Safety, the Council on Criminal Justice or the Director of DJCP, 6) duration of the project.

We also examined the programmatic structure of your project to establish whether it was amenable to evaluation. Projects that have a well developed organizational structure were more likely to be chosen for this level of evaluation.

In order to implement the Monitoring and Evaluation system in respect to your project, we would like to meet with you to develop an Evaluation methodology. \_\_\_\_\_, a staff member from the DJCP - Evaluation Services is assigned to your project and will contact you by telephone within five working days of receipt of this letter to plan a meeting within one month. At this meeting, the Evaluation Services staff person will develop with you and your staff an evaluation methodology and answer any questions concerning monitoring and evaluation requirements.

The overall purpose of this meeting is to reach a consensus on how your project will be evaluated. This will include a discussion of project objectives and how to measure project success.

It may be necessary to have more than one meeting, depending upon the scope of your project and the evaluation issues.

We look forward to assisting you in evaluating your project. If you have any questions, please contact your Evaluation Specialist, \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Frank A. Sansone  
Evaluation Services Coordinator

\_\_\_\_\_  
Evaluation Specialist

cc: \_\_\_\_\_ Program Administrator  
\_\_\_\_\_ Program Specialist

June 14, 1978

## Evaluation Planning Session

The Evaluation Planning Session is a working meeting designed to seal commitments to program evaluation for those grants which have been designated to receive intensive monitoring and evaluation. It is during this process that an evaluation plan is negotiated and agreed upon by all involved parties, thus facilitating an appropriate course of action in data collection and analysis activities. The Evaluative Planning Session is convened during the first month of a new or continuation grant project or as soon as the project director informs the DJCP of the actual start up date. The session is initiated by the Evaluation Specialist and includes the Program Specialist, Project Personnel and other parties concerned with the project format.

Due to the revision of input criteria over the past two years, many projects may not have an evaluation plan from which the evaluator might discern specific objectives and activities about which the subgrantee may be concerned. Therefore, upon initial contact with the subgrantee prior to the Evaluation Planning Session, it is imperative to request the project personnel to begin formulating evaluation questions to provide some basis for discussion during the meeting. Additionally, the evaluation specialist will design a tentative plan based upon the grant application and workplan, should one exist (applicable to 1977 inputs). If a workplan is not available, one of the objectives of the Evaluation Planning Session should be the development of such a plan to facilitate construction of an evaluation design. The workplan serves as the major element in the development of the evaluation plan.

As the evaluator begins to develop a tentative evaluation plan to present during the planning session, he/she will be consulting extensively with the program specialist assigned to the programmatic area for input regarding the direction and focus of the project. This helps the evaluator develop a full picture of the project. The program specialist provides input regarding questions he/she may want answered regarding the efficacy of the program. Based on the input given by the program specialist, the evaluator will be able to incorporate various data needs of all concerned parties. This give and take process will also be imperative between the evaluator and program personnel to reflect their respective areas of concern.

When constructing an evaluation design, available resources and level of expertise of the project personnel should be considered. The evaluation specialist should assist the project in obtaining relevant and useful information which does not become a technical burden to the project staff. Once these issues are addressed, data elements should be outlined so that information is collected which will help answer the evaluation questions raised. Clarification of roles and responsibilities of all involved parties should be defined to avoid duplication of effort as well as informational gaps. All relevant data forms and

feedback processes should be reviewed to insure smooth information collection, analysis and dissemination. The Data Aggregation Sheet should be explained because it is an integral element of reporting relevant information.

A finalized evaluation plan may not be agreed upon at the close of the first session. Many conversations and adjustments may need to take place before agreement is reached among all concerned parties. This feedback process may be crucial for the evaluator to aid his/her understanding of the project and to set realistic and measurable standards based on the resources and expertise of the project personnel.

It should be stressed to the project staff that the evaluation design is subject to change in order to reflect the actual operation of the program and its current status. As the program is implemented, new information needs may arise and established ones may no longer be relevant. The Evaluation Planning Session is a tool to develop a constructive working relationship between DJCP staff and the subgrantee.

## MAP PROBES

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(If appropriate)

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communicate with each other? Is most communication done formally or informally at the agency? Generally, does staff feel satisfied about the adequacy of their work at the agency? If possible, the monitoring should include (Unobtrusive, if possible) observation of the program in operation. It is obvious that you will have to make some value judgement as to the kinds of relationship staff people have with one another in regard to the goals and objectives of the program.

E. POLITICAL ISSUES

1. What is the relationship of this agency with local, state, and federal level political groups? Are they tied in closely with local political pulse? Do they have a relationship formally and informally with the mayor, city manager?

It is very important to realize that political issues, especially in the locality, affect the continuity of the program beyond DJCP funding and also affect the functioning of that program while it is funded. Any political issues that may affect the success or failure of the program in your view should be reviewed. Documentation of relationship politically between individuals, of course, is a very hard task to accomplish. However, if you mention to the subgrantee that you are concerned about the continuity, he or she may be more than willing to expand on the things in which they are involved that may influence the program's future.

GUIDELINES FOR MONITORING FORMGENERAL

This monitoring form is meant to provide a flexible instrument for gathering needed information for grant monitoring and project evaluation. The main resources for filling out the monitoring form are the updated project workplan, other informational needs of specialists and evaluators, and the specialist's experience and expertise. These resources will be referred to in the following explanation of the monitoring form.

SECTION I. - Fill in grant identification information and monitoring description data as specified on the form. The major difference between this and the old front page of the monitoring report is that there is no financial data and information about the type of monitoring and time of monitoring have been added.

SECTION II. - Part A is a series of yes and no questions that reflect LEAA requirements, DJCP requirements, and general elements of good management. The answers to these questions should be yes (or not applicable). If there is a no (or several no) answer, explain the reasons for it in Part B. The reasons may be as simple as, "They haven't done such and such," or may take the form of an assessment based on your experience and expertise. Explanation by the subgrantee as to why something is not accomplished should also be included, so that this information can be taken into account in DJCP decision making about the grant or project.

SECTION III. - To fill in Part A, validate documentation column described in the workplan for any completed objectives or activities as complete or incomplete. In Part B, explain why documentation is inadequate. No explanation is needed for activities or objectives not scheduled to be complete at the time of the visit.

SECTION IV. - In both Part A & B, check the appropriate statement. These are general comparative statements. Part A is a comparison of schedule with project progress. Part B asks for a comparison of quality in terms of already existing projects. This should be an aid in making end of year assessments.

SECTION V. - This section should be used to report new problems or areas of concern discovered as a result of the monitoring visit, that were not in the MAP.

SECTION VI. - This section should be used to describe unanticipated technical assistance given on visit or assistance that is to be delivered in the future as a result of this visit (including possible assistance of evaluation specialist). Technical assistance in the context of monitoring shall be defined as any action taken which either proposes concrete solutions or actually involves developing mechanisms to address specific concerns at both the project or program level. General advice addressing no specific issue or referring individuals to other potential resources for assistance will not be considered technical assistance.

SECTION VII. - This section should be used for recording findings while on the visit in accordance with your monitoring action plan. It will also be the place to make your own assessment of project progress.

# DIVISION OF JUSTICE AND **DJCP** CRIME PREVENTION

## MONITORING REPORT

I. Grant No. \_\_\_\_\_ Report Date \_\_\_\_\_

Grantee

Program Category

Project Director

Program Administrator

Grant Period

Year of Funding (circle)  
1    2    3    4

Attendees:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Monitoring:

On Site \_\_\_\_\_  
Date \_\_\_\_\_

Scheduled \_\_\_\_\_

Unscheduled \_\_\_\_\_

Monitor's Signature: \_\_\_\_\_

Travel \_\_\_\_\_  
Hrs.

On Site \_\_\_\_\_  
Hrs.

II. Part A

1. Is equipment and/or furniture purchased, inventoried, and tagged? \_\_\_\_\_
2. Is there a written standard operating procedure? \_\_\_\_\_
3. Is there a systematic record keeping procedure? \_\_\_\_\_
4. Are the records kept adequately to help the project assess its progress towards its objectives as stated in the workplan? \_\_\_\_\_
5. Are the records kept adequately to verify compliance with grants administration requirements such as attendance records, travel vouchers, etc.? \_\_\_\_\_
6. Has the physical facility passed fire and health inspections from proper authorities? \_\_\_\_\_
7. Have all outstanding special conditions specific to this project been met? \_\_\_\_\_
8. Any other administrative type questions, specify (use letters A to Z to order questions)

Part B

Explain reasons for all "no" answers. Insert pages as needed.

III. Validation of Documentation Column of Project Workplan:

- |   | Adequate                 | Inadequate               |
|---|--------------------------|--------------------------|
| A. Documentation on file: Check one:  | <input type="checkbox"/> | <input type="checkbox"/> |
| B. If documentation is inadequate for any area of the workplan, please specify and indicate how the lack of documentation is being addressed on a separate page to be attached at the end of this form. |                          |                          |

IV. General Description of Project Progress:

A. Workplan

- On schedule, will meet stated objectives
- Not on schedule, but making progress towards meeting workplan and some objectives.
- Not on schedule, may have trouble meeting time frames and some objectives.

B. General Quality

- Not up to par with other similar projects or other projects in program area.
- On a par with other similar projects or other projects in program area.
- Better than similar projects or other projects in program area.
- Unable to determine at this time.

V. New Problem Area/Areas of Concern:

- A. Discuss any previously unsuspected problems or areas of concern that were discovered as a result of this visit.
  
- B. Describe the actions which have or will be taken to address problem area(s) indicated in Section V, Part A.

VI. Technical Assistance:

- A. Describe technical assistance provided by DJCP while on-site:
  
  
  
  
  
  
  
  
  
  
- B. Briefly describe technical assistance which will be provided as a result of this visit:



VII. Explain the findings of this visit in accordance with the Monitoring Action Plan. Insert pages in report as needed. Attach to this page.

VIII. Recommendations made to project staff as a result of this visit:

IX. Part A

1. Categories for on-site visits

Check one or more as appropriate

- a. Required by DJCP/LEAA
- b. Preparation for new grant year (data necessary for CCJ review)
- c. Problem with workplan/data elements
- d. Issues dealing with gear up of new projects/ revised continual projects
- e. Interviews of staff
- f. Observation of program in action (if appropriate)
- g. Verification of coordination with referring/cooperating agencies/organizations
- h. Technical Assistance
- i. Other (specify)

2. Intended date of visit \_\_\_\_\_  
mo. date year

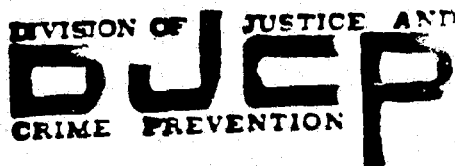
3. Do you want Evaluation support? \_\_\_\_\_ No \_\_\_\_\_ Yes

If yes, explain briefly. 1. On visit \_\_\_\_\_ 2. Prior to visit \_\_\_\_\_

Part B.

Monitoring Action Plan

Describe the activities to be undertaken on this visit, list the questions to be asked, and explain what informational gaps will be filled with the information gathered on this visit. Remember that the project work plan needs to be addressed. Complete on a separate page or pages and attach to monitoring report. Send copies to Evaluation Specialist and attach a copy to letter notifying sub-grantee of monitoring visit.



## DJCP QUARTERLY PROGRESS REPORT

Applicant: \_\_\_\_\_ Grant No.: \_\_\_\_\_

Program Administrator: \_\_\_\_\_ Grant Period: \_\_\_\_\_

Project Director: \_\_\_\_\_ Date of Report: \_\_\_\_\_  
(signature)Report Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_  
(signature)

This progress report is required as part of DJCP's reporting and monitoring requirements. The report is due quarterly and should include: (1) a narrative description of your project's activities during this quarter; (2) a report of the status of activities listed on your workplan by utilizing the enclosed Workplan Status Report; and (3) a quarterly compilation of the evaluative data elements on the Data Aggregation sheet.

## I. Response to Workplan Status Report

We have enclosed a blank workplan with an additional column entitled "Status of Projected Activities". As part of this report you should: (1) transfer your completed workplan to the blank workplan form; (2) fill in the column entitled "Actual" with the dates for those activities which have been completed or objectives which have been met; and (3) complete the additional column entitled "Status of Projected Activities" by briefly describing the progress made toward implementing each of the various objectives/activities during this reporting period. Wherever possible, progress made on projected activities should be supported by any relevant data. (For example, if there is an objective to serve a stated number of clients, your assessment of progress should indicate such things as number served, number referred for additional services, etc.)

## II. Data Aggregation Form

Fill in data aggregation form as determined during the Evaluation Planning Session.

## III. Program Issues

This section is to provide an overall description of your project's progress in narrative form and allow you the opportunity to relay any problems for which you may need assistance.

- A. Provide an assessment of your project's overall progress. Briefly describe how data outlined on data aggregation form indicates project progress.



- B. Explain any deviations or changes in the projected activities or workplan time frames.
- C. If you are having problems, whether they are administrative, programmatic, or evaluative, and wish assistance, briefly explain the problem and the type of assistance needed.

Mail one copy of this report, along with the extended Workplan Status Report and the Data Aggregation Sheet to the Division of Justice and Crime Prevention, 8501 Mayland Drive, Richmond, Virginia 23229.

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ DJCP USE ONLY

Final Report:  Yes  No

RECOMMENDATIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



WORKPLAN STATUS REPORT

Objective-Activity	Planned		Actual		Documentation	Explain Current Status of Projected Activity
	Begin	End	Begin	End		

DIRECTIONS - DATA AGGREGATION FORM

This form should be filled out by the subgrantee based on agreements reached during the Evaluation Planning Process.

- Section A - - In order of priority, list objectives with measurable activities as developed through the Evaluation Planning Session (s). (Note: This section should be the same as the objectives/activities listed on your workplan).
- Section B - - List appropriate indicators of each objective/activity. For example, an objective could be to successfully prepare 80% of offenders enrolled in a pre-release program to seek and obtain employment. The activity(ies) would then be to provide job counseling to 100% of program participants and place 80% of the participants in suitable employment. The data elements should resemble the documentation column of your workplan.
- Section C - - In the space provided under each number, fill in the month for which you are reporting. If your grant began in the month of March, March would be written in under number one. Actual numbers (data aggregation) should be placed in the appropriate columns i.e., under March (your first month of operation) and each succeeding month, the number of clients counseled or placed in employment would be listed.

When completed, each activity will have a data element and figure to indicate movement toward your objectives. This will provide a quantified picture of your project's progress.



GUIDELINES FOR PREPARING PAR REPORTS  
SAMELS QUARTERLY PROJECT ANALYSIS REPORT

Grant #: \_\_\_\_\_ Title: \_\_\_\_\_

Program Category: \_\_\_\_\_

Location: \_\_\_\_\_ PDC #: \_\_\_\_\_ Amount: \_\_\_\_\_ Quarter \_\_\_\_\_

Report Date: \_\_\_\_\_ Evaluator: \_\_\_\_\_

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Grant # (current grant number) Title (Name of the Project) Program Category (C, D, E,-- C-1 Prevention and Diversion) Location - (City or County project is actually being operated in), PDC # , Amount (the actual DJCP funded amount to the project), Quarter (give the period of time the report is covering, ex.: 3-1-78--5-30-78), Report Date (the actual date the PAR report is completed), Evaluator--(the person or persons preparing the report)

PURPOSE: Give a general goal statement of the project--ex.: To provide what for whom by doing what by when.

OBJECTIVES/ACTIVITIES:

1. State specific key objectives in measurable terms, as taken from the Workplan or grant application.
2. These objectives should relate to the overall goal given as the purpose.
3. The objectives/activities may be on-going or those that are specific only to the particular quarter of the report. This should be noted in the beginning with the source of the objectives noted.

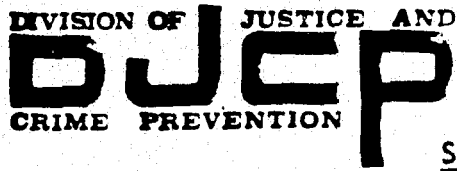
REVIEW OF DATA AND ANALYSIS:

This section should be used to present only relevant data that relates directly to the measurable objectives. The evaluator may give a review of specific raw data separately if it is helpful in reviewing the project and understanding the analysis. If the data is given as part of the analysis, it should be brief and, if possible, in percentages or degrees towards meeting the goals. Relate to those objectives in the Workplan as they relate directly to the overall goal of the project, or the overall goal of the program area, which in some cases may be one in the same. Relate all information to progress towards meeting goals and give some interpretations of the data as subjective or objective (This will depend on sources and availability of information).

RECOMMENDATIONS: Give recommendations for programmatic changes (after discussing with specialists), request additional data, or clearer explanation of data, or objectives. Make recommendations for technical assistance if it is determined to be needed and solicit responses to this report from the grantee.

\* Additionally, try to keep the report within one page if possible.





SAMELS QUARTERLY PROJECT ANALYSIS REPORT

Grant #: \_\_\_\_\_ Title: \_\_\_\_\_

Program Category: \_\_\_\_\_

Location: \_\_\_\_\_ PDC #: \_\_\_\_\_ Amount: \_\_\_\_\_ Quarter: \_\_\_\_\_

Report Date: \_\_\_\_\_ Evaluator: \_\_\_\_\_

PURPOSE:

OBJECTIVES/ACTIVITIES:

ANALYSIS AND REVIEW OF DATA:

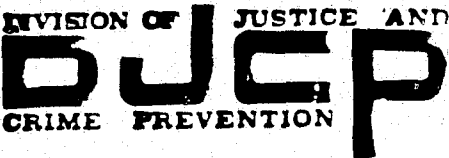
RECOMMENDATIONS:

## INSTRUCTIONS FOR COMPLETION OF SUMMARY MONITORING AND EVALUATION REPORTS

The following summary report should be completed when formulating a recommendation concerning funding of a project by a locality or state agency. Fill in only those spaces which are applicable to the specific project. Please keep summaries objective and brief for review purposes. This format will be utilized for all subgrantees that are reviewed for assumption of cost. Additionally, this report will be used for year end summary evaluations.

## Section I

- a. Project Name: Provide name and type of project when applicable.  
Example: Family Counseling Unit - Barrett Learning Center
- b. Program Category: Fill in the letter code of the program area.
- c. Grant Number: List all grant numbers and years beginning with the current year.
- d. Dollar Amounts: Specify the amount of funds allocated to the subgrantee for all grant periods beginning with the current year.
- e. PDC: Fill in the Planning District in which the project is located.  
Include name and number.
- f. Agency Funded: When a state or local agency has received funds to operate a project, please provide the name. Examples: Department of Corrections - Division of Youth Services; Hampton Social Services Department.
- g. Location: Fill in the appropriate city or county where the project is located.
- h. Report Date: Fill in date of completed report.
- i. Period Covered: Fill in the period of time this report is covering. The most available information will determine how much of the grant cycle will be included in this report. (Example: Although the date of this report may be June, 1978, all available information may cover only through December, 1977)
- j. Data Sources: List reports utilized in completing this summary. Examples: Semi-annual narratives, financial reports and consultant studies. Additional information reports used for project assessment should be included.
- k. DJCP Specialist: Provide signature of program specialist responsible for monitoring administration and technical assistance.
- l. DJCP Evaluator: Provide signature of evaluator responsible for monitoring and evaluating the project.



EVALUATION SERVICES  
SUMMARY EVALUATION REPORT

\* Grant # \_\_\_\_\_

a. Project Name _____		b. Program Category # _____ - _____	
c. Grant Number _____	Year _____	d. Dollar Amount _____	e. PDC# _____ - _____
_____	_____	_____	
_____	_____	_____	f. Agency Funded _____ State _____ Local _____
_____	_____	_____	Agency Name _____
_____	_____	_____	g. Location _____

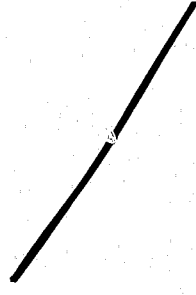
h. Report Date _____		i. Period Covered _____ - _____	
j. Data Sources _____			
k. Specialist _____ (signature)		l. Evaluator _____ (signature)	

RECOMMENDATIONS:

Continue \_\_\_\_\_ Continue with modifications \_\_\_\_\_ Discontinue \_\_\_\_\_

ACHIEVEMENT OF OBJECTIVES:

NARRATIVE SUMMARY:



2 24 3

4 25 3

6 6

**END**