California Department of Public Health CalFresh Healthy Living Program
FFY 2020-2022 BIANNUAL PROGRESS REPORT

Local Health Department LHD Name: _____   **Grant Number:** _____

Federal Fiscal Year FFY: _____ **FFY 2020**   _____ **FFY 2021**   ____ **FFY 2022**
Reporting Period: ___ **Mid-Year Report: October 1st thru March 31st (Due: 04/15)**
                                  ___ **Year-End Report: April 1st thru September 30th (Due: 10/15)**

Instructions: This report is for reporting progress made by the LHD as funded through the CalFresh Healthy Living CFHL program CFHL Grant and noted in your Integrated Work Plan (IWP) and should not include progress made by other Local Implementing Agencies in your jurisdiction. **Provide additional information in the description area** to denote status, challenges and or highlights of successes made during this reporting period.

CFHL Grant Activity Reporting in *Program Evaluation and Reporting System* (PEARS) Final Entries Due: 10/1
It is advised that all CFHL activities are entered into PEARS on a continuous basis as the grant activities occur. Final entry of FFY activities must be reported into PEARS **no later than October 1st**. Between October 2nd and October 13th PEARS will be available for quality assurance, data cleaning and revision until 11:59 PM on October 13. After October 13th PEARS will not be available to enter or update any prior FFY 2020 activities.

Success Story Submitted in PEARS (FFY Year End Report Only—Due: 10/1)
For the FFY Year End Report only, in addition to responding to the questions below, please provide a PSE related "Success Story" highlighting the success of your work. Success Stories are to be submitted into PEARS **no later than October 1st.** Please review and follow the CFHL Grant *LHD Success Story: PEARS Instructions* when entering your success story into PEARS. At a minimum, one success story is required per federal fiscal year FFY.

CFHL Grant Intervention 1

Three-Year Integrated Work Plan (IWP)

CFHL Grant	Describe Successes, Highlights, and Best Practices	Describe Challenges
A) Based on the current CDSS-approved **FFY 20-22 IWP Revision Process**[1], are new interventions; strategies and sub-strategies planned within the <u>next reporting period</u> that are not specifically included in your IWP that may require an IWP revision?	Describe:	
B) Have any intervention sites been changed (added or deleted) to the **FFY 2020-2022 SharePoint Site List** since the last reporting period that required initiation of the CDSS- approved site change process?	If yes describe why.	
CDSS-approved site change processes: *"Program Directive 20-01for Approved Methodology Sites* and/or the *CFHL FFY 2020-2022 Site Change Process for Alternative Methodologies*		
C) Are intervention sites listed on the FFY 2020-2022 SharePoint Site List accurate and ones which will be utilized during the current Federal Fiscal Year?		

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[1] CFHL FFY 2020-2022 Integrated Work Plan (IWP) Revision Process for Local Implementing Agencies is located on NEOPB website under the heading "Revision Process" on the FFY 20-22 CFHL Resources webpage.

Revised   12/30/19

CFHL Grant Intervention 2—Project Reporting: Educational Activities and IWP Interventions

Project Reporting [PEARS/Education and Administrative Reporting System (EARS) Data Reporting: Educational Activities] (Include IWP objective/activity reference for reported activities)

CFHL Grant Intervention	Describe Successes, Highlights and Best practices	Describe Challenges
A) Are CFHL **Direct Education** interventions and evaluation activities progressing as planned as noted in the IWP as "Community/Nutrition and Physical Activity Direct Education (DE)"?		
B) Are evidence-based nutrition education and health promotion message interventions and evaluation activities progressing as planned as noted in the IWP (**Indirect Education**) as Community Nutrition and Physical Activity Education Indirect (IE)?		
C) Are training activities provided to service providers, SNAP-Ed Eligible families or their representatives ("Champions") progressing as planned as noted in the IWP **as "Training and Technical Assistance (TTA)"?**		
D) Are the **Partnership/Coalition Work and Support** building activities progressing as planned as noted in the IWP as **Coordination and Collaboration(C&C)**		

Revised   12/30/19

CFHL Grant Intervention 3-Community Assessments/Site Level Assessment Questionnaire (SLAQs), Impact Outcome Evaluation, (IOE)

CFHL Grant Intervention	Describe Successes, Highlights and Best practices	Describe Challenges
A. **Site Level Assessment Questionnaire (SLAQs)**		
B. **Impact Outcome Evaluation (IOE)** other City/County Health Assessments. **IOE** is required for LHDs with funding levels over $400,000 the entire three (3) Federal Fiscal Years 20-22 **For more information,** visit the University of California Agriculture and Natural Resources Nutrition Policy Institute SLAQ website (https://ucanr.edu/sites/SLAQ)		
Are local measures in place and followed to evaluate program delivery and effectiveness of interventions as stated in your IWP (i.e., PSE data collected and entered into PEARS.		
C. **Community Assessments-**Are your other evidence based **Community Level** Assessment activities progressing as noted in the IWP? (Optional)		
D. **County Level Assessments-**Are your presentations to decision makers, **County Level** partners or other Community Health Assessment findings progressing as noted in your IWP? (Optional)		

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CFHL Grant Intervention 4-Community Engagement Groundwork and Sustainability

CFHL Grant Intervention	Describe Successes, Highlights and Best practices	Describe Challenges
A. Are relationships cultivated with Community level local decision makers and officials and is education and organization of site influencers and community members taking place.		
B. Is the Community Engaged in priority planning and implementation?		
C. Has information sharing and gathering forums with appropriate stakeholders occurred?		

CFHL Grant Intervention 5-Policy/Systems/Environmental (PSE) Change Evaluation	Describe Successes, Highlights and Best Practices	Describe Challenges
D. Are local measures in place and followed to evaluate program delivery and effectiveness of interventions as stated in your IWP (i.e., PSE data collected and entered into PEARS)?		

CFHL Grant Intervention	Topic	Question
CFHL Grant Intervention 6— Expense Documentation & Biannual Progress Report	**Fiscal and Personnel Administration** [NOTE: Please contact your assigned NEOPB Contract Manager (CM) for all fiscal/grant administration needs. Information reported under Grant Intervention 6 will be directed and forwarded to your assigned CM as information and for follow-up.]	**Do you need any technical assistance from NEOPB?** (If **Yes** please describe the technical assistance your program needs in the Comment section.)
A) Have personnel changes occurred within this reporting period that would require follow-up by the NEOPB Project Officer or CM (i.e., changes to mailing distribution lists, budgets, etc.)? If yes, please indicate the changes required in the description area.	Describe:	Comments:

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CFHL Grant Intervention	Topic	Question
B) Are there any fiscal issues or questions which you would like to relay to your assigned NEOPB Contract Manager?		Comments:

CFHL GRANT-Technical Assistance Needed:	Fiscal	Programmatic
Please indicate and list all Technical Assistance and follow-up needed.		

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CFHL Grant Intervention	Topic	Question
CFHL GRANT Activity/Intervention Notification (REQUIRED):	**Agency(ies) Notified During Reporting Period Examples:**	**Notification Method Used**
Indicate all agencies and list the methods used to notify SNAP-Ed eligible participants of classes and events during this reporting period.	— Posted on County, LHD, or CFHL Program — Website — Welfare Dept. — CalFresh Office — WIC — Head Start — CalFresh Healthy Living Participating Intervention Sites (Classes, Schools) — Other:	(i.e., flyer distribution and postings in classrooms, schools, events, publicity through newspapers, etc.)
Additional comments you would like to include as part of this report (optional):		