



# Performance Assessment Form

Reporting Period \_\_\_\_\_ to \_\_\_\_\_

**Why we are asking for this information:** There has been an increased demand for accountability in the Federal Government. In 1993, Congress passed the Government Performance and Results Act (GPRA), which mandated the establishment of strategic planning and performance measurement in the Federal Government. In 2001, the President's Management Agenda (PMA) was introduced to further accountability and emphasizes a focus on results. The Children's Bureau, which provides funding for the Medicine Moon Initiative (MMI), is mandated to meet certain levels of performance and therefore requires demonstration projects to collect certain GPRA data. To assist the Children's Bureau in this effort, the MMI will be collecting the following information twice a year in March and September: 1. Number of instruments developed; 2. Number and percent of staff trained; 3. Number of presentations prepared or papers written; and 4. Number and percent of projects whose findings are applied to practice.

## Information and instructions on how to prepare the form

### 1. Number of instruments developed during reporting period?

**Information:** Question #1 assists MMI in determining the number of instruments developed by your site to help understand the causes, prevention, and/or treatment of child abuse and/or neglect. Instrument is defined as a device used to collect data, information, and evidence. These devices can include tests, questionnaires, application forms, interview schedules, checklists, rating scales, assessments, and observation records.

**Instructions:** *If your site did not develop any instruments during the reporting period, place an "X" in the "No" box and skip to the next question. Enter a description of all instruments developed during the reporting period using the following guide: Enter the type of instrument developed, purpose of instrument and who will administer instrument. If your site developed more than 8 instruments, please list on a separate sheet of paper.*

### 2. Number of staff trained?

**Information:** Question #2 assists MMI in determining the number of staff who completed training at your site during the reporting period. Staff may be members of your organization or members of another organization. The training staff received must be related to MMI activities.

**Instructions:** *If staff at your site did not attend any training during the reporting period, place an "X" in the "No" box and skip to the next question. In sections A and B, enter the date, title and location of the training your site staff attended. Enter the total number of staff signed up for the training in the "Number Signed-Up" section. Enter the total number of staff who completed the training in the "Number Completed" section.*

### 3. Number of presentations conducted and papers written?

**Information:** Question #2 assists MMI in determining how many presentations were prepared or papers written on the causes, prevention, and/or treatment of child abuse and/or neglect. To count toward this measure, papers must be finalized and ready for distribution during the reporting period and can only be counted once. Presentations must have been made during the reporting period and can be counted more than once (count the total number of times the presentation was made).

**Instructions:** *If staff at your site did not conduct any presentations or prepared any papers during the reporting period, place an "X" in the corresponding "No" boxes and skip to the next question. Enter the date, title, and location of the presentation conducted in the "Presentations Conducted" section. Enter the date, title, and author of the papers written in the "Papers Written" section. If more space is needed, use a separate sheet of paper.*

### 4. Number of projects whose finding are applied to practice?

**Information:** Question #4 assists MMI in determining if the findings of projects on the causes, prevention, and/or treatment of child abuse and/or neglect are used to develop or adapt other projects. For example, the MMI office in Bismarck counted the following for the last reporting period: Each MMI site (4), TAT Juvenile Justice Center (1), TAT Circle of Life (1), and Parshall Resource Center (1) for a total of 7 because these projects utilized findings (information relating to SOC and Wraparound) to either develop or adapt their processes.

**Instructions:** *If findings from your site's projects were not used to develop or adapt other projects during the reporting period, place an "X" in the "No" box - the form is now complete. In section "A" below, enter the project description and how the findings from that project is being used by other projects. In section "B" below, enter the total number of projects your site conducted. If more space is needed, use a separate sheet of paper.*

### 1. Number of instruments developed during reporting period?

Did your site develop instruments during the reporting period?  Yes (List instruments below)  No (Skip to Question #2 below)

1.

2.

### 2. Number of staff trained?

Did staff at your site attend training during the reporting period?  Yes (Enter information)  No (Skip to Question #3 below)

#### A. Training Attended

Number Signed-Up

Number Completed

#### B. Training Attended

Number Signed-Up

Number Completed

### 3. Number of presentations conducted and papers written?

Were presentations made during the reporting period?  Yes (Enter information)  No

Were papers written during the reporting period?  Yes (Enter information)  No (Skip to Question #4 below)

#### Presentations Conducted

1.

2.

#### Papers Written

1.

2.

### 4. Number of projects whose findings are applied to practice?

Were findings of your project used to develop or adapt other projects during the reporting period?

Yes (Enter information)  No (End of form)

#### A. Total number of project findings used by other projects

1.

2.

#### B. Total number of projects conducted

1.

2.

**End of Assessment**