Proposition 64 Grant (Cohort 2) Data Reporting Guide

Instructions for Quarterly Data Reporting

August 2021

Introduction

This document is an instructional guide for completing the Proposition 64 (Prop 64) Quarterly Progress Report (QPR). This guide covers each of the QPR sections and provides instructions and descriptions about the types of information you will need to report. Additional assistance in completing this form is available:

> For assistance regarding this form, please contact the BSCC at:
> Prop64_Grant2@bscc.ca.gov

Completing the QPR

The QPR form is provided in an Adobe Form format. This form is programmed to allow the entered information to be downloaded into a database. Therefore, the QPR must be completed and saved electronically. It is recommended that narrative responses first be drafted in Word format and pasted into the QPR form.

There are several fields in the QPR that will not change throughout the grant. For example, county identified goals and objectives (section 1.3), and project description (section 1.4) should be completed in the first QPR submitted. In subsequent QPRs, these sections will be pre-filled[1]. Each quarter, you will be asked to provide updated data for all other sections of the QPR. Should you need to make an edit to sections 1.3 and/or 1.5, please contact the BSCC at Prop64_Grant2@bscc.ca.gov.

Once the QPR is completed, please save a version of the file using the following naming format:

[Reporting Period]-[Grantee Name]

For example, if County A were submitting their Year 1, Quarter 3 QPR, the file name would be: "**Y1Q3-CountyA.pdf**"

For the initial reporting period, please use this convention: "Y1Q12-[Grantee Name]".

Please email an electronic file of your completed QPR to **Prop64_Grant2@bscc.ca.gov** by the reporting period due date with the subject heading "QPR [Reporting Period] + [Grantee]" for example, "QPR Y1Q3 County A".

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[1] Pending review and approval. Information for these sections submitted in the first QPR will be reviewed and compared to the funded proposal.

Grantee Information

This section is for the collection of general information related to your organization.

- **Grantee:** Official name of grantee organization/county.

- **BSCC Grant Award Number:** Number assigned to your grant by BSCC. This number can be found on your grant agreement.

- **Project Title:** Name of project provided in your grant agreement.

This section also asks for contact information of the person preparing the report in order for us to contact the report preparer if needed. This information includes the **Date**, as well as the preparer's **Name**, **Title**, **Phone**, and **Email**.

Current Reporting Quarter
Select the current quarter you are reporting for using the drop-down menu:

- **QUARTER 1:** May 1, 2021 to June 30, 2021   Due: August 15, 2021
- **QUARTER 2:** July 1, 2021 to September 30, 2021   Due: November 15, 2021
- **QUARTER 3:** October 1, 2021 – December 31, 2021   Due: February 15, 2022
- **QUARTER 4:** January 1, 2022 – March 31, 2022   Due: May 15, 2022
- **QUARTER 5:** April 1, 2022 – June 30, 2022   Due: August 15, 2022
- **QUARTER 6:** July 1, 2022 – September 30, 2022   Due: November 15, 2022
- **QUARTER 7:** October 1, 2022 – December 31, 2022   Due: February 15, 2023
- **QUARTER 8:** January 1, 2023 – March 31, 2023   Due: May 15, 2023
- **QUARTER 9:** April 1, 2023 – June 30, 2023   Due: August 15, 2023
- **QUARTER 10:** July 1, 2023 – September 30, 2023   Due: November 15, 2023
- **QUARTER 11:** October 1, 2023 – December 31, 2023   Due: February 15, 2024
- **QUARTER 12:** January 1, 2024 – March 31, 2024   Due: May 15, 2024
- **QUARTER 13:** April 1, 2024 – April 30, 2024   Due: June 15, 2024

Technical Assistance
Indicate if any technical assistance is needed. If you select "Yes", please describe what kind of assistance you need.

SECTION 1: General Project Overview

Provide a general overview of your project's status and activities during the current reporting period. The information in this section will mainly be used by the BSCC for grant monitoring.

1.1 Expenditure Status

This section covers the financial aspects of your project. You will be asked to report the following information:

a. Proposition 64 Grant Award Amount: The total amount of funds your project was awarded for the full grant period. You'll enter this value for your first QPR, but on future iterations of the form it will be pre-populated for you.

b. Amount Invoiced-to-Date: The total amount of your quarterly invoices at the end of the reporting period. This is the total amount of money you have spent/invoiced so far.

c. Percent of Award Invoiced-to-Date: The percentage of the Prop 64 Grant award you have invoiced to date. On the first QPR, you will calculate this value by dividing the value you entered for Amount Invoiced-to-Date (1.1b) by the value for Grant Award Amount (1.1a). On future iterations of the QPR, this value will be automatically calculated for you.

d. In relation to the overall grant budget, are Proposition 64 Grant funds being expended as planned and on schedule? Indicate if the reported spending reflects expenses in the budget plan outlined in your grant agreement. If your spending so far has been different from your budget plan, please tell us why and describe your updated budget plan.

1.2.A Project Inputs & Implementation

In this section you will identify your progress in implementing various project activities. For each of the following project components, please describe your project's implementation status by selecting one of the following options for each component:

- **Not Started.** Your project has not yet focused on implementing this project activity.
- **Planning.** Have started preparations and plans to begin implementing activity.
- **Implementation Started.** Your project has initiated implementing this component, but it may not yet be fully developed and/or need refinement.
- **Complete/Established**. Project activity is fully in place/completed and supporting project goals.
- **N/A.** Does not apply to your project in particular.

a. Partnerships: Formal or informal relationships with police departments, courts, schools, service providers, and other community organizations that help your project operate effectively. Your partnerships may be sources to enroll youth from, service providers you refer youth to, or agencies you collaborate with at any point in your project (describe the status of these partnerships).

b. Staffing and/or Volunteers: Hiring staff and/or volunteers for the essential positions of your project (describe your project's progress in this area).

c. Training: Developing and executing the training content and activities necessary for a fully prepared project staff (describe your project's progress in this area).

d. Identification, Outreach, & Enrollment Process: Developing and promoting a clear pathway for youth to be identified and enrolled into your project (describe your project's progress in this area).

e. Evidence-based Programming: A project design informed by empirical research demonstrating the intervention contributes to positive youth outcomes (describe your project's progress in this area). For more information regarding evidence-based practices see: http://www.bscc.ca.gov/s_web-basedresourcesonevidence-basedpractices/

f. Compliance and Enforcement Activities: Implementing, conducting and delivering compliance or enforcement activities (e.g. retailer education and information, code enforcement, aerial surveillance, law enforcement investigations, environmental impact assessments, etc.), in your service area (describe your project's progress in this area).

g. Data Collection/Evaluation: Your systematic, ongoing data collection for local and statewide evaluation. This will include your local evaluation plan for the BSCC, the securing of a local evaluator(s) if applicable, and your data collection method(s) for the QPR and Local Evaluation Report (LER) (describe your project's progress in this area).

h. Quality Assurance: What kinds of self-check procedures do you have in place to verify that your project is being delivered as intended? Pay special attention to the use of evidence-based interventions, dosages, and outcomes (describe your project's progress in this area).

1.2.B Overall Project Challenges
In this section you will describe overall project challenges that occurred during the current reporting period with your Proposition 64 project. Describe what steps were implemented to address those challenges. These may include but are not limited to challenges focusing on hiring or loss of staff, lack of referrals, partnering agency(ies) delays, city/county issues, or natural disasters. Challenges do not need to be PPA specific.

1.2.C Overall Project Highlights
In this section you will describe any overall project highlights and/or accomplishments that occurred during the current reporting period with your Proposition 64 project. These may include but are not limited to highlights focusing on outreach activity successes, specific youth success stories, or reaching certain milestones. Highlights do not need to be PPA specific.

1.2.D Impact of COVID-19 Pandemic
In this section, describe specific effects that COVID-19 and related health directives may have on your ability to deliver services for your project. Describe what challenges you expect to face and what steps you plan to implement to address those challenges.

1.3 Goals and Objectives
Enter the goals and objectives identified in your grant agreement. These goals will remain the same across the grant period and, following the first submitted QPR, this information will be pre-filled for you (unless you have consulted with the BSCC about a making a change). For each objective, describe the grant activity during the reporting period, addressing each of the following:

1. **Progress**: Describe any progress towards the stated goal and objectives during the reporting period.
2. **Challenges**: Describe any challenges toward the stated goal and objectives during the reporting period.
3. **Changes**: If applicable, what steps were implemented to address challenge?

1.4 Description of Project

In this section, you will identify the specific project type and general activities that most closely align with your project. In most cases, the information that you provide in this section will stay consistent throughout your grant/project cycle.

a. Project Purpose Area: Which Project Purpose Area(s) will your project implement with the Prop 64 funds? Please select all applicable areas from the following list:

- Project Purpose Area 1- Youth Development/Youth Prevention and Intervention School-based Diversion
- Project Purpose Area 2- Public Health Court Diversion
- Project Purpose Area 3- Public Safety Family/Youth Self-Referral
- Project Purpose Area 4- Environmental Impacts

1.4.A Youth Cannabis Use: Prevention and Intervention

1. Risk/Needs Assessments Used: Indicate whether the youth enrolled in your project are routinely given a formal assessment to identify their needs and/or risks. A formal assessment is typically completed by a professional (i.e., social worker, school counselor, etc.). Are youth enrolling in your project formally assessed by either your project, a project partner, or a referring agency in terms of identifying their specific needs? (Yes or No)

> If yes, please describe the assessment your project uses.
> If no, describe how youth needs are determined after they are enrolled in your project (e.g., how does your project identify what services and supports to provide youth?).

2. Youth Development Activities & Case Management: Please review the activities listed and select all that apply as components of your project. There will also be room for you to describe any project activities not listed here.

- **Substance use awareness education:** Any educational demonstrations, school/classroom presentations, focus groups or events provided to youth to help spread awareness of substance use and its effects.

- **Academic support/tutoring:** Any services aimed to help youth progress in school, including tutoring, academic advising, study hall, supplemental classes, etc.

- **Assessment of risk/needs:** Any routine process involving assessing youth, assigning risk levels or other individualized plans, and monitoring progress over time with repeated testing.

- **Career counselling/job shadowing:** Counseling focused on helping youth develop and plan for a future career. These services can focus on general job skills like constructing a resume and interviewing, soft skills like communication, computer literacy, and professionalism, or any other kind of employment support for youth. This counseling must be provided by a professional as part of your project, not by

referral to any outside agency. Job shadowing can include youth working alongside staff to understand duties, participating in ride-alongs, demonstrations, explorer programs, etc.

- **Leadership/mentorship training:** Providing youth training in leadership or mentoring to develop fundamental skills so that in turn they can serve as leaders, mentors or educators to fellow youth.

- **Counseling (individuals or groups):** Counseling provided by a professional as part of your project, not by referral to any outside agency. Many types of counseling are acceptable, but please reserve this category for counseling that is relatively structured and intensive and would not be more appropriately grouped as Mentoring, Life skills training or Skill building activities.

- **Mentoring (individuals or groups):** Formation of an ongoing relationship between a mentor from your project and youth (either in a group setting or one-on-one), in which the mentor becomes a confidant, role model, teacher, friend, etc. and supports a path of positive development for the youth.

- **Support services (individuals or family):** Any service activities provided by the project that assists or supports either the youth or the youth's family. This could include medical, dental, etc. Do not include mental health, substance use, academic, or community-based services as these types of services are captured in other categories listed here.

- **Life skills training:** Providing youth with training to develop skills that serve in increasing connectedness to themselves, their families and community, increasing protective factors and decreasing risk factors.

- **Pro-Social activities/recreational activities:** Any project activities provided to youth that serve as positive outlets and alternatives to certain behaviors. They can include sports leagues, Friday Night Lights events, visiting colleges or entertainment venues.

- **Skill building activities:** Any project activities to strengthen youth's independent life, problem solving, resiliency, and/or refusal skills.

- **Workshops:** Any workshop(s) provided by your project that do not fall under one of the other listed categories.

- **Referral/linkages to community-based support services:** Connecting youth specifically to community-based **support** services outside of your project that uses members of the local community to support youth. Community-based support services may include but are not limited to transportation services, laundry services, food-access services, and after-school programs.

- **Referral/linkages to substance use services:** Connecting youth to services outside your project which help them with any existing drug and/or alcohol use. Drug or alcohol services can include inpatient or outpatient rehab, sessions with a substance abuse counselor, Alcoholics Anonymous, Narcotics Anonymous, or other group or individual services. While you may be providing these services to your

youth directly in some cases, this category is for when you make outside referrals for alcohol or drug services.

- **Referral/linkages to mental health services:** Connecting youth specifically to **mental health services** outside of your project, either directly through a partnership or indirectly by providing youth with resources. Mental health services can include individual counseling, group therapy, and much more. While you may be providing these services to your youth directly in some cases, this category is for when you make outside referrals to mental health services.

- **Referral/linkages to any other services:** Connecting youth to any other services outside of your project. This can involve "warm-hand offs" or other active modes of connecting youth that go beyond simply providing a list of available resources.

- **Behavior change plans:** Plans established in working directly with youth, where behaviors such as substance use, bullying, or school performance are discussed. Steps are identified and followed to increase or decrease identified behaviors.

- **Other (describe):** Provide a brief description of any other youth prevention and/or intervention activities your project uses.

3. How do you define "success" for youth in terms of these project activities? Provide a description of the measurable milestone(s) that you use to determine when a youth has successfully completed services and exited your project. Note that you will use this definition for identifying those youth who are "successfully exiting" your project when you complete Section 4. The definition should be an amount of time in pro-social activities, a dosage of services received, improvement in an outcome measure, or other definition specific to your project.

1.4.B Cannabis Compliance and Enforcement

1. Compliance & Enforcement Activities: Please review the activities listed and select all that apply as components of your project. There will also be room for you to describe any project activities not listed here.

- **Law Enforcement Investigations:** Investigations conducted within the targeted service area, that may focus on illegal cannabis cultivation, sales, distribution, associated gang activity, etc.

- **Aerial/Surveillance of Land:** Utilizing surveillance photos or video to determine the extent of illegal cannabis cultivation and environmental impacts.

- **Identification of illegal cultivation areas:** Identifying areas that host illegal cannabis cultivations via aerial/surveillance footage or physical inspections (by foot or vehicle).

- **Cultivation eradication:** Eradicating illegal cannabis plants found during investigations, surveillance and/or inspections.

- **Compliance monitoring of permitted operations:** Code enforcement officers or deputies inspect and/or monitor local permitted operations to determine compliance with codes and regulations. This can include brick and mortar outlets and delivery, manufacturing, testing, distribution, and cultivation locations.

- **Cannabis retailor education/outreach/training:** Any training, educational events or outreach provided to cannabis retailors to increase knowledge about codes, regulations, youth substance use, illegal cannabis product sales, etc.

- **Testing illegal cannabis products:** Staff or partners will test cannabis products from brick and mortar outlets and delivery, legal or illegal manufacturing, distribution, and/or cultivation locations to determine if it meets compliance standards of legal cannabis products.

- **Environmental assessments:** Staff or partners will assess sites to determine environmental impacts due to illegal cannabis cultivations. Environmental reclamation plans may be developed to identify land and water within or near cultivation sites in need of remediation.

- **Land remediation:** Upon an environmental assessment, land remediation of illegal cannabis cultivation sites is done to restore damaged habitats, eliminate soil erosions, remove contaminates, remove unpermitted graded roads and/or buildings, etc.

- **Water remediation:** Upon an environmental assessment, water remediation within or near illegal cannabis cultivation sites is done to restore water diversions and habitats, eliminate soil erosions, remove contaminates, etc.

- **Other (describe):** Provide a brief description of any other cannabis compliance and enforcement activities your project uses.

2. How do you define "success" for the activities completed?: Provide a description of the measurable milestone(s) that you use to determine when a cannabis compliance and enforcement activity has been <u>successfully completed</u>. Note that you will use this definition for identifying those activities which are "successfully completed" when you complete Section 5. This definition could be an amount of activities completed, a dosage of activities delivered (e.g., retailor education, retailor training), improvement in an outcome measure, or other definition specific to your project.

SECTION 2: Public Health Awareness and Education in Schools and Community

1. Report the number of project activities that increased public health awareness and education that your project conducted *during the current reporting period*. These activities must focus on increasing public health awareness and education among school children, young adults, school district staff, teachers, parents, and members of the community, if applicable. **Only complete this section if it is applicable to your project**; if your project does not utilize school-based education and/or community outreach to a general audience, leave this section blank. **Only report activities that are for a general audience and <u>not</u> for participants who are enrolled in active case management and/or have progress tracked over time.**

a. **Total # of educational event(s):** For the current reporting period, provide the total number of educational events your project has implemented with the intent of providing information and awareness of cannabis use and its negative effects.

1. **# of students who attended the above event(s):** List the cumulative total number of students present for any educational classroom events recorded during the current reporting period.

2. **# of teachers who attended the above event(s):** List the cumulative total number of teachers present for any educational classroom events recorded during the current reporting period.

3. **# of other school district staff who attended the above event(s):** List the cumulative total number of school district staff (other than teachers) present for any educational classroom activities recorded during the current reporting period.

b. **Total # of community educational event(s):** For the current reporting period, provide the total number of community educational events your project has implemented with the intent of providing information and awareness of cannabis use and its negative effects.

1. **# of youth potentially reached during the above event(s):** List the cumulative number of youth who attended any events focused on information and awareness of cannabis use and its negative effects during the current reporting period.

2. **# of adults potentially reached during the above event(s):** List the cumulative number of adults who attended any events focused on information and awareness of cannabis use and its negative effects during the current reporting period.

3. **# of community surveys responses received:** List the cumulative number of community survey responses received when soliciting feedback on youth cannabis use, local cannabis sales or cultivation, etc. during the current reporting period.

c. **Total # of social media campaign educational activities:** For the current reporting period, provide the total number of social media campaigns your project has implemented with the intent of providing information and awareness of cannabis use and its negative effects.

1. **# of youth potentially reached during the above events:** List the cumulative number of youth who were potentially reached via the campaign during the current reporting period.

2. **# of adults potentially reached during the above events:** List the cumulative number of adults who were potentially reached via the campaign during the current reporting period.

3. **# of social media materials (handouts/pamphlets, commercials, websites, etc.) created:** List the cumulative number of materials created for the campaign during the current reporting period.

4. **# of social media "hits" captured:** List the cumulative number of "hits" or "visits" to the social media campaign or website during the current reporting period.

2. How do you define "success" for public health awareness, education in schools and communities, in terms of these project activities? Provide a description of the measurable milestone(s) that you use to determine when activities concerning public health awareness, education in schools and communities have been successfully completed (e.g. social media campaigns, community events, school education events, community surveys, etc.).

<u>**SECTION 3: Overall Project Outreach Totals**</u>
In this section, report the total number of overall project outreach activities that your project has completed during the current reporting period. Describe the steps taken to provide outreach to the community to promote the project and identify referrals (information/resources provided to potential partners, materials shared with public, meetings/community forums held, visits to schools, etc.).

a. **Total # of overall project outreach activities:** Report the number of overall project outreach activities completed during the current reporting period.

b. **Total # of hours spent on overall project activities:** Report the total number of hours spent on overall project activities during the current reporting period.

<u>**SECTION 4: Youth Enrollment Quarterly Totals**</u>
In this section, report the number of youth that were referred to and enrolled in your project *during the current reporting period*. Youth can "re-enter" the project if they exit for <u>any reason</u> and reenroll. **Do not include non-enrolled youth participants, such as students within a classroom, those reached via social-medica campaigns, etc.** For the purpose of data tracking, we will separate out data for youth enrolled in your project into the three enrollment cohort categories below:

•   <u>FIRST TIME Enrollment Cohort</u>: Youth that have entered the project for the first time during the current reporting period.
•   <u>SECOND TIME Enrollment Cohort</u>: Youth that entered the project, left the project during any prior reporting period, and then reenrolled during the current reporting period.
•   <u>THIRD TIME OR MORE Enrollment Cohort</u>: Youth that have left the project two or more times during any prior reporting period(s) and have reenrolled during the current reporting period.

4.1 Youth Referrals and Enrollments
Report the number of youth referred to and enrolling in your project *during the current reporting period*. Classify enrollments based on enrollment cohort using the definitions above.

a. **Total Youth Referred to Project:** Report the number of youth that were referred to your project during the current reporting period. These youth may or may not have also been enrolled in your project during the current reporting period.

b. **Total Youth Enrolling for the FIRST TIME:** Report the total number of youth that enrolled in your project for the FIRST TIME during the current reporting period.

c. **Total Youth Enrolling for the SECOND TIME:** Report the total number of youth that enrolled in your project for the SECOND TIME during the current reporting period.

d. **Total Youth Enrolling for the THIRD TIME OR MORE:** Report the total number of youth that enrolled in your project for the THIRD TIME OR MORE during the current reporting period.

4.2 Youth Enrollments
Report the number of youth enrolling in your project based on their enrollment cohort.

a. **Point of Entry:**
Report the number of youth entering your project based on the source of their referral, the point of diversion, and participation status during the current reporting period.

1. **Source of referrals (into your services):** For the current reporting period, specify the primary source from which each youth was referred to your project. Report only one referral source per youth entry.

   a. **Probation:** Youth was referred to your project by a probation department as part of, or in lieu of, probation.

   b. **Court:** Youth was mandated to participate in your project by a judge in lieu of incarceration or other penalization by the justice system.

   c. **Community Organization:** Youth was referred to your project by a community organization, such as a youth/teen center, recreation club, church, activism group, etc.

   d. **School/Truancy:** Youth was referred to your project by their school for reasons such as truancy or disruptive behavior.

   e. **Police/Law Enforcement:** Youth was referred to your project by a law enforcement officer, usually following contact and potentially arrest or citation.

   f. **Service Referral:** Youth was referred by an organization or agency that has an ongoing referral-based relationship with your project, which may be mutual or one-way.

   g. **Self or Family Referral:** Youth came to project on their own accord or as some kind of informal agreement within their family/caregivers (without law enforcement, school, or government involvement)**.**

   h. **Outreach:** Rather than being referred to project, youth was identified during outreach efforts. School and community events, contacting at-risk youth or families, and advertisements or other public postings are all common and acceptable types of outreach.

   i. **Other:** Please count any other type of youth referral sources you may have here.

2. **Point of Youth Diversion:** For the current reporting period, indicate the point at which youth were diverted from the justice system into your project. Choose the most accurate option from the following:

   a. **No contact with law enforcement:** Any youth diverted before coming in contact with law enforcement. This can be a result of youth outreach, self/family referral, etc.

   b. **Informal contact with law enforcement:** Any youth diverted to your project as an alternative to adjudication hearings. These interactions can be youth-or law enforcement-initiated and may occur in programmatic settings (e.g.,

police-led programs), day-to-day interactions in community/school settings, or if a youth was a victim of a crime.

    c. **Pre-adjudication:** Any youth diverted to your project after an arrest has been made, but before a judge has made a formal ruling on the matter.

    d. **Post-adjudication:** Any youth diverted to your project after a judge has made a ruling on the case.

    e. **Unknown:** Any youth with no data recorded regarding their point of diversion.

    Point of Youth Diversion TOTAL: <u>This value will automatically be calculated for you</u>. It is the total youth diverted during the current reporting period for each enrollment cohort. As this section represents an unduplicated count of all youth enrolled, each enrollment cohort total should equal lines 4.1 b, c, and d, respectively, in the box above.

3. **Youth Participation Status:** For the current reporting period, indicate the youth's participation status. Choose the most accurate option from the following:

    a. **Mandated:** Youth participation in your project is a condition of probation, a court order, a school requirement, or other mandate.

    b. **Voluntary:** Youth participation in your project is voluntary.

    c. **Unknown:** No information was recorded regarding the participation status of youth.

    Youth Participation Status TOTAL: <u>This value will automatically be calculated for you</u>. It is the total for each enrollment cohort. As this section should be an unduplicated count of all youth enrolled, each enrollment cohort total should equal lines 4.1 b, c, and d, respectively, in the box above.

b. **Demographics of Participants at Enrollment:**
Please use this section to report the demographic information for youth enrolling in your project *during the current reporting period* for each enrollment cohort. This section should be a non-duplicated count of the youth your project served, so the <u>automatically calculating</u> TOTAL boxes for each enrollment cohort (bottom line of each demographic box) should equal lines 4.1 b, c, and d, respectively, in box 4.1 above.

1. **Age Groups:** Please use the youths' age at the time they enrolled in your project.

2. **Gender Identity:** Please ask youth to self-report whenever possible.

3. **Race/Ethnicity:** Please ask youth to self-report whenever possible. The State of California mandates that collection of race and ethnicity data must include and report each major Asian group, including, but not limited to, Chinese, Japanese, Filipino, Korean, Vietnamese, Asian Indian, Laotian, and Cambodian, and each major Pacific Islander group, including, but not limited to, Hawaiian, Guamanian, and Samoan. The State also provides guidelines for multiracial Californians: data on ethnic origin, ethnicity, or race must provide the option of selecting one or more ethnicity or racial designations (see the [Recommendations for the Collection and Reporting of Juvenile](#)

[Race and Ethnicity Data](...)). If you require a race/ethnicity form that will allow you to collect this data in a way that conforms to state requirements outlined above, please notify the BSCC by email at **Prop64_Grant2@bscc.ca.gov**.

If a youth indicates they belong to multiple races/ethnicities, report them under one of the following in the Race/Ethnicity section when applicable:

j. Multi-ethnic origin, ethnicity, or race that *includes* American Indian/Alaska Native

k. Multi-ethnic origin, ethnicity, or race that *does not* include American Indian/Alaska Native

4. **Education Status:** Please indicate the total number of youth who are enrolled or not enrolled in school.

   For those who are enrolled in school, please indicate at what level/type of school they currently attend.
   - Elementary school
   - Middle school/Junior High
   - High school
   - Other school/training

   For those youth not enrolled in school, please indicate their current graduation status.
   - Have high school diploma or GED
   - Have not graduated
   - Other

   Enter the remaining number of youth enrolled for which you do not know their educational status in the "Unknown/Did not collect" row.

5. **Employment:** Please indicate the level of employment of the youth entering your project.

   a. **Student not looking for employment:** Youth is not employed and not seeking employment due to their primary status as a student.

   b. **Employed not looking for employment:** Youth is employed and satisfied with their current level of employment, not looking for additional work or a different job.

   c. **Employed – looking for additional/other employment:** Youth is employed but is seeking additional employment or a different job. This option may be used for youth that are working part time but desire to work full time.

   d. **Not employed – looking for employment:** Youth is not employed but wishes to be and is currently seeking employment.

   e. **Other (not employed, not in school, but not looking for employment due to treatment, disability, etc.):** Youth is not in school and not

employed, but is not seeking employment due to disability, physical or mental health issues, legal issues, or another reason.

  f. Unknown/did not collect

6. **Risk Status:** It is considered best practice to use a standardized tool to inform treatment plans for youth. Many assessments categorize youth as low, medium, or high risk, and are designed to be used as pre/posttests or on an ongoing basis, but there are many other accepted methods. If your project records risk status as a part of your enrollment, please group each youth into one of the three categories (low, medium, or high risk). If your project does not record risk status or if individual youths had no risk status recorded at entry, enter those youth into the "Unknown/Did not collect" row.

c. **Youth Participating in Development Activities and Case Management:** Record the total number of youth within each enrollment cohort participating in each activity *during the current reporting period*. Youth exiting during the reporting period should also be included in the total if they were actively participating at any time during the quarter before their exit. The same youth can be reported across different activities and quarters if they are active in those activities. Include those youth who are identified as "Successfully Completed – Still Active" in these counts (see Section 5.1b).

For example, if a youth received three group mentoring sessions during the current reporting period, they would only be counted **one time** in a column: under "Mentoring". However, if a youth received one group mentoring session and one academic tutoring session during the current reporting period, they would be counted **twice** in a column: once under "Mentoring" and once under "Academic support/tutoring".

The purpose of this table is to provide a 'snap-shot' of the project participation during the reporting period, so the total number of **participants receiving each service** should be provided rather than a count of how many of how many times a service was provided.

SECTION 5: Youth Exited Quarterly Totals

In this section, you will be asked to report the total number of youth exiting your project during the current reporting quarter, why those youth left, and the demographic information for each enrollment cohort.

5.1 Youth Exited During Quarter

a. **Total Youth Exited During Quarter:** Record the number of youth exiting from each enrollment cohort.

  1. **From First Entry**: Record the number of youth exiting your project during the current reporting period who were classified as first-time entries.

  2. **From Second Entry:** Record the number of youth exiting your project during the current reporting period who were classified as second-time entries.

3. **From Third or More Entries:** Record the number of youth exiting your project during the current reporting period who were classified as third-time entries or higher.

b. **Reasons for Youth Exit:** Please indicate the primary reason for the youth exiting the project during the current reporting period based on the youth's enrollment cohort.

1. **Successful Completion – Still Active:** Youth successfully completed your project (using the definition you included in Section 1.4.A.3.) who remain active within the project by receiving services. Youth reported in this category should also be reported in section 4.2.c. "Youth Participating in Development Activities and Case management".

2. **Successful Completion –Inactive:** Youth successfully completed your project (using the definition you included in Section 1.4.A.3.) who have exited and no longer receive services Note-If a youth previously identified as "Successful Completion - Still Active" stops receiving services, do not reclassify that youth as "Successful Completion - Inactive".

3. **Dropped Out/Lost Contact:** Youth stopped coming to project activities and did not respond to outreach from project staff about continuing.

4. **Non-Compliant (asked to leave):** Youth was told by project staff they can no longer participate in the project, perhaps due to repeated misconduct.

5. **Arrest/Incarceration:** Youth was arrested and/or incarcerated, or otherwise engaged in the justice system in a way that eliminated their ability to participate in your project.

6. **Services not appropriate for youth:** Youth was enrolled in your project, but it was later determined that this project does not fit the youth's needs.

7. **Other:** Any other reason youth exited the project.

8. **Did not collect**

> **TOTAL:** <u>This value will automatically be calculated for you</u>. It is the total youth who exited your project during the current reporting period. As this section should be an unduplicated count of all youth enrolled, each enrollment cohort total should equal lines a, b, and c, respectively, in box 5.1.a.

c. **Successful Exits:** Record the demographic information AT ENTRY for all youth who successfully exited your project during the current reporting period for each enrollment cohort. For each demographic box in this section, the <u>automatically </u>calculated TOTAL lines for each enrollment cohort should match the total of corresponding enrollment cohort cells on line 1 and 2 in Section 5.1.b.1 and 5.1.b.2 above labelled "Successful Completion - Still Active" and "Successful Completion - Inactive". For more detailed instructions on entering the demographic data, see Section 4.2.b above.

1. **Age Groups (at ENTRY)**

2. **Gender Identity (at ENTRY)**

3. **Race/Ethnicity (at ENTRY)**

4. **Education Status (at ENTRY)**

5. **Employment (at ENTRY)**

6. **Risk Status (at ENTRY)**

d. **Youth Outcomes:** For each enrollment cohort, indicate how many of the youth who **successfully completed** your project demonstrated the positive outcomes listed below. You only need to list values for project outcomes that are applicable to your project plan/goals for youth. Individual youth should only be reported once per cell.

1. **# of youth with reduced assessed risk status:** Youth who had a lower risk level after successfully completing your project than they did when they were first enrolled in your project. Assessments vary, but common examples include improvement from high to medium risk, medium to low risk, or a decrease on a quantitative scale (e.g., improving from a risk status of "8" to "6"). This determination should be made with a standardized assessment tool and/or by a mental health or criminal justice professional. It is NOT appropriate to report a reduced risk status based on personal interactions or anecdotes.

2. **# of youth with reduced quantity or frequency of substance use:** Youth is exiting your project with an improved substance use status compared to when they entered. This could mean a verified decrease or complete cessation of use, improvement on a standardized substance abuse assessment, the opinion of a qualified professional, active enrollment and participation in support or treatment programs, etc.

3. **# of youth with increased perception of harm of cannabis use:** Youth is exiting your project with an improved perception of the harmfulness of cannabis use compared to when they were first enrolled in your project. This could mean a verified decrease in the understanding of the negative effects of cannabis use on the physical and/or emotional wellbeing, legal status, or relationships.

4. **# of youth with increased protective factors/resiliency skills:** Youth is exiting your project with improved protective factors/resiliency skills compared to when they were first enrolled in your project. This could mean a verified increase in a youth's self-control, decision making, self-image, ability to adapt in the face of adversity, or social competence.

5. **# of youth with increased pro-social behaviors:** Youth is exiting your project with improved pro-social behaviors compared to when they were first enrolled in your project. This could mean a verified increase in a youth's positive attitudes and actions towards themselves, family, and friends.

6. **# of parents/caregivers with increased knowledge of negative impact of youth cannabis use:** Parents/caregivers, of youth participants exiting your project, show improved knowledge of the negative impacts of youth cannabis use compared to when the youth was first enrolled. This could mean a verified increase in understanding the developmental, emotional, or legal impacts of use.

7. **# of youth with improved family or caretaker support/relationships:** Youth is exiting your project with improved family or caretaker support/relationships compared

to when they were first enrolled in your project. This could mean a verified increase in positive attitudes toward others, willingness to communicate, and/or time spent with family or caretakers.

8. **# of youth who improved school attendance:** Youth who tended to miss fewer days of school by the end of your project than when they enrolled in the project.

9. **# of participants who improved academic performance:** Youth who raised their grades and/or GPA, improved grade level performance, or met any other short-/long-term academic goals before successfully exiting your project.

10. **# of youth with decreased incidents of anti-social behavior:** Youth is exiting your project with decreased anti-social behaviors compared to when they were first enrolled in your project. This could mean a verified decreased in a youth's incidents of bullying, altercations, dishonesty, etc.

11. **# of youth with improved mental health status:** Youth is exiting your project with an improved mental health compared to when they were first enrolled in your project. This determination should be made by a qualified mental health professional and/or a standardized measurement device or based upon receiving formal treatment/support.

12. **# of youth without contact with the justice system:** Youth who avoided contact (e.g., arrest, booking, supervision violation, etc.) with the justice system during the entirety of their time working with your project. This means without further processing (if their diversion was formal), or without any processing (if they had been diverted before initial contact).

13. **# of youth with improved school behavior (e.g. disciplinary incidents):** Youth is exiting your project with improved school behavior compared to when they were first enrolled in your project. This could mean a verified decrease in suspensions, expulsions, detention, etc.

14. **# of youth diverted from drug-related disciplinary incidents:** Youth who would have faced drug-related suspensions or citations but did not as a result of participation in this project as an alternative diversion opportunity.

15. **# of participants with improved employment status:** Youth who were classified as "looking for employment" at entry found some form of employment before successfully exiting your project.

16. **# of youth no longer working at cultivation sites:** Youth exiting your project who report no longer working at a legal or illegal cultivation site.

17. **Other:** Briefly describe any other positive outcomes youth who successfully completed your project exhibited.

SECTION 6: Cannabis Compliance and Enforcement Activity Completion <u>Quarterly</u> <u>Totals</u>

Report the number of project activities initiated <u>during the current reporting period</u> which were focused on cannabis compliance and enforcement. **Only complete this section if it is applicable to your project**; if your project does not utilize compliance and enforcement, leave this section blank.

6.1.A Activities Initiated

a. **Cannabis Operations: Education and Information:** For the current reporting period, provide the number of educational, information, or outreach events your project has provided to retailors with the intent of providing information and awareness of youth cannabis use and its negative effects.

   1. **# of retailers who were contacted:** List the cumulative total number of retailors who were contacted during the educational, informational or outreach events during the current reporting period.

b. **Compliance/Code Enforcement Activities:** Provide the number of compliance/code enforcement activities your project conducted during the current reporting period.

   1. **# inspections completed:** For the current reporting period, list the cumulative total of inspections completed at brick and mortar outlets and delivery, manufacturing, testing, distribution and cultivation (legal or illegal) locations.

   2. **# of code enforcement actions/violations found:** For the current reporting period, list the cumulative total of code enforcement actions/violations found at brick and mortar outlets and delivery, manufacturing, testing, distribution, and cultivation (legal or illegal) locations.

   3. **# of permits applied for:** For the current reporting period, list the cumulative total of permits applied for in your county for sales, delivery, manufacturing, distribution and/or cultivation.

c. **Enforcement Activities:** For the current reporting period, provide the number of enforcement activities your project initiated.

   1. **# of aerial/satellite surveillance inspections initiated:** For the current reporting period, provide the cumulative number of aerial/satellite surveillance inspections initiated.

   2. **# of illegal cultivation areas identified:** For the current reporting period, provide the cumulative number of illegal cultivation areas identified.

   3. **# of unlicensed cannabis growth investigations initiated:** For the current reporting period, provide the cumulative number of unlicensed cannabis growth investigations initiated.

   4. **# of unpermitted plants identified:** For the current reporting period, provide the cumulative number of unpermitted plants identified.

   5. **# of environmental inspections initiated:** For the current reporting period, provide the cumulative number of environmental inspections initiated.

6. **# of environmental tests done:** For the current reporting period, provide the cumulative number of environmental tests done.

7. **# of environmental crimes found:** For the current reporting period, list the cumulative total of environmental crimes found. This can could include water diversions, unpermitted housing, improper storage of contaminants, improper disposal of hazardous chemicals, unpermitted land grading, etc.

8. **# of reclamation plans developed:** For the current reporting period, list the cumulative total of reclamation plans your project developed, including in conjunction with project partners.

9. **# of other law enforcement investigations initiated (trafficking organizations, illegal products):** For the current reporting period, provide the cumulative number of other law enforcement investigations initiated (trafficking organizations, illegal products).

10. **# of complaints responded to:** For the current reporting period, list the cumulative total of public complaints regarding cannabis enforcement our project responded to.

6.1.B Activity Outcomes

Activity Outcomes: Indicate the total number of project activities that were **successfully completed** which demonstrated the positive outcomes listed below. You only need to list values for project outcomes that are applicable to your project plan/goals. "Successful Completion" is defined for your program in section 1.4.B.2.

a. **Total # of Cannabis Operations-related Educational, Informational or Outreach Events:** For the current reporting period, provide the number of educational, informational, or outreach events your project has provided to retailors with the intent of providing information and awareness of youth cannabis use and its negative effects.

1. **# of retailers who were trained:** For the current reporting period, list the cumulative total number of retailors who were trained during the educational, informational, or outreach events.

2. **# of retailers with increased knowledge of cannabis code and regulation:** For the current reporting period, list the cumulative total number of retailors who improved their knowledge of cannabis code and regulation during the educational, informal, or outreach events. This could mean a verified improvement in knowledge of industry legal requirements.

3. **# of retailers with increased awareness of youth cannabis used and illicit cannabis:** For the current reporting period, list the cumulative total number of retailors who improved their awareness of youth cannabis use and illicit cannabis during the educational, informal, or outreach events. This could mean a verified improvement in knowledge of underage use and sales and illicit cannabis products.

b. **Total # of Compliance/Code Enforcement Activities:** For the current reporting period, provide the number of compliance/code enforcement activities your project conducted.

1. **# of code enforcement actions/violations resolved:** For the current reporting period, list the cumulative total of actions/violations listed in 6.1.A.b.2 that were resolved.

2. **# of permits issued:** For the current reporting period, list the cumulative total of permits issued for in your county for the sale, delivery, manufacturing, distribution, and cultivation of cannabis.

3. **$ amount of penalties collected:** For the current reporting period, list the cumulative total penalties collected in your county as a results of code enforcement actions/violations.

4. **$ amount of cannabis taxes collected:** For the current reporting period, list the cumulative total cannabis taxes collected in your county for sale, delivery, manufacturing, distributions and cultivation of cannabis.

c. **Total # of Enforcement Activities:** Provide the number of enforcement activities your project completed.

1. **# of unpermitted plants eradicated:** For the current reporting period, provide the cumulative number of unpermitted plants eradicated.

2. **# of environmental inspections completed:** For the current reporting period, provide the cumulative number of environmental inspections completed.

3. **# of reclamation plans completed:** For the current reporting period, provide the cumulative number of reclamation plans completed.

4. **# of eliminated sedimental impacts:** For the current reporting period, list the cumulative total of sedimental impacts found and resolved.

5. **# of unlicensed cannabis growth investigations completed:** For the current reporting period, provide the cumulative number of unlicensed cannabis growth investigations completed.

6. **# of illegal products seized:** For the current reporting period, provide the cumulative number of illegal products seized.

7. **# of products tested:** For the current reporting period, list the cumulative total of products tested from brick and mortar outlets and delivery, legal or illegal manufacturing, distribution and/or cultivation locations to determine if it meets compliance standards of legal cannabis products.

8. **# of complaints responded to:** For the current reporting period, provide the cumulative number of complaints responded to.

9. **# of other law enforcement investigations completed (trafficking organizations, illegal products):** For the current reporting period, provide the cumulative number of other law enforcement investigations completed (trafficking organizations, illegal products).

10. **Other:** Briefly describe any other outcomes your project exhibited, for the current reporting period.

SECTION 7: Additional Narrative

In this section, you may report additional narrative necessary to detail your project during current reporting period. If providing additional details in reference to a section within this report, please cite relevant section numbers. Any additional data that is project specific, which may help inform project progress, may be included here.