

After reviewing QPR data for Year 1, we noticed that the QPR instructions may have unintentionally resulted in grantees limiting the number of youth reported as exiting with successful program completion.

This update clarifies the instructions for the following QPR Sections:

- Section 2.1
 - d. Successful Completion of Services (p.5)
- Section 2.2
 - D. Exiting Youth, a. (p. 10)
 - E. Successfully Exiting Youth Demographics (p.10-11)
- Section 2.3
 - Successfully Exiting Youth Outcomes (p.12)

The instructions on the actual QPR forms will be changed in the next reporting cycle, but we are hoping that you will take a moment to review these updated instructions and modify how you are reporting your Year 2 – Quarter 1 numbers as needed. Please revise your pre-filled response to Section 2.1d if it does not apply to the new instructions below. This will ensure your Year 2 data will be reported consistently and accurately reflect your program participation. (We are not asking you to revise your Year 1 reporting).

SECTION 2.1 | d. Successful Completion of Services

The purpose of this question is for grantees to identify the level of participation for youth to finish or complete your program services. Your definition of “successful completion of services” should be limited to a measure of program participation or program “dosage”. That is, please define the minimum amount of time, the number of sessions, or other measures of program participation, that youth are expected to complete in order to reasonably gain benefits from your program activities. For example, “10 mentor sessions”, “one school year” or “six counseling meetings”.

Note: For the purposes of reporting, your definition should be about participation only – and should not require that youth also have positive outcomes in order to be counted as successfully completing services. Youth meeting this minimum level of program participation may not necessarily achieve intended outcomes (and that’s okay and expected). The previous instructions were confusing, and some grantees were only including those youth in Sections D (see below) who met the minimum program participation AND achieved expected positive outcomes. We want to make sure you are reporting all of the youth who met the minimum level of participation, regardless of their outcomes.

SECTION 2.2 | D. Exiting Youth: Primary Reason for Youth Exit (a. Successful Completion)

Using your updated definition of “successful completion” based upon participation only, please report the total number of youth who exited your program with at least the minimum level of participation.

SECTION 2.2 | E. Successfully Exiting Youth Demographics

Using your updated definition of “successful completion”, please report the demographic information for those youth reported above in **a. Successful Completion**. Note that the totals in these demographic tables should match the number reported for **a. Successful Completion** above.

SECTION 2.3 | Successfully Exiting Youth Outcomes

Please record the total number of youth who successfully exited (**a. Successful Completion**) this reporting period AND demonstrated positive changes. More than one outcome may be reported for an individual youth, as appropriate. Please note that you should only report a measurable positive change for any outcome category. Those youth for whom the outcome was not measured, or who did not show a measurable positive change, should not be included in the totals. For example, if a youth enters and exits your project with a stable housing situation, it is not appropriate to report a positive outcome for this youth in terms of housing status. Outcomes reported should be relevant to both the youth and the services provided.

Reviewing your definition of “Successful Completion” is important to ensure you are reflecting all of the youth who are completing your program services, and keeping “successful completion” and “project outcomes” reporting as independent of each other as possible.

If you should have any questions about your definition of “Successful Completion”, these clarifications, or QPR reporting requirements in general, please email us and we would be happy to review your QPR data with you.

Thank you!

Institute for Social Research | Sacramento State University
YRG Statewide Evaluation Technical Assistance Provider
YRGEval@csus.edu