**FY2019 MDPH Sexual and Domestic Violence (SDV) Outreach and Prevention Activity Report Form (ARF) Instructions**

## Use to report activities provided after January 1, 2019

1. **OVERVIEW OF THE SDV ARF:**

The SDV Outreach and Prevention Activity Report Form (ARF) is used to document information regarding outreach, awareness-raising, prevention activities, and other events that are funded by DPH.

Please use the ARF if you are funded to provide CEDV, RCC, DVSMT, ES, GCBDV, HS, SDVEI & SVS services. *Please note this form is not for use by IPAEPs or by RPE sub-grantees.*

The ARF should be completed quarterly. The due dates are:

Quarter 1 July – Sept due Oct 20

Quarter 2 Oct – Dec due Jan 20

Quarter 3 Jan – Mar due April 20

Quarter 4 May – June due July 20

The ARF file is cumulative; please add reports for subsequent quarters of the state fiscal year to the file you started for Quarter 1. At the end of the fiscal year, you should have a total of four reports in the Quarter 4 version of your file.

*Note: For FY19 only, you will be reporting on Quarter 3 (January-March, 2019) and Quarter 4 (April-June, 2019).*

**Activities that should be reported on the SDV ARF:**

* Please report activities on the ARF that are funded by DPH and provided by your organizations to the public (individuals who are not staff of your agency).
* Please count each activity once for your organization, even if several staff of the organization were involved.
* All boxes must have a number or check. If you did not offer an activity, please enter “0”.

**Activities that should NOT be reported on the SDV ARF:**

* Do not count activities where your staff have a passive role, such as being an audience member.
* Attending a provider meeting is not considered an ARF activity unless you had a leading role, such as planning or presenting at the meeting.
* In-service trainings for staff and volunteers should not be counted. The ARF is for activities for the public and external participants.
* Do not include an event or activity that has not yet occurred. For example, do not count planning meetings for an event that will occur in the future.
* Do not use the ARF to document **group counseling/support sessions**. These should be documented in your MDPH SDV Group Services Table.
* Do not use the ARF to document **client services**. These are reported on your Aggregated Quarterly Client Demographics and Services Report.
1. **INSTRUCTIONS AND DEFINTIONS TO COMPLETE THE SDV ARF:**

**Agency Name:** Please use drop down options

**Please indicate the Quarter about which you are reporting:**

* Select the time period that reflects the months covered by the report you are completing.
* Only one reporting period should be selected for each quarterly report.

**Calendar Year:** The calendar year will populate once you choose the quarter on which you are reporting.

**Activity Type:**

* Please indicate activity provided to an audience or group participants or that agency staff attended as an ACTIVE participant with a designated role.
* Please enter counts of activities provided by your agency and number of people reached by those activities for each category of activity.
* Media activities should be reported in Question 7, in the Media table.

## Coalition, Council, Task Force Meeting: Activities undertaken to build a coalition or to develop collaborative relationships in your community. Includes former ARF category of One-On-One Community Engagement.

## Community Forum/Discussion: A community forum that agency staff facilitated, led, or actively participated in (not merely attended).

## Community Mobilizing: Activities that engender change in communities by facilitating community ownership of the problem and solutions. This includes: stakeholder recruitment, identifying underlying conditions, community assessment(s), and development of a plan to be carried out by the community (including evaluation). While there can be overlap between coalition-building and community mobilization, you must select the type of activity that best describes the work.

* **SDV Policy Change Work:** Activities in which agency staff works to achieve the adoption of ordinances, resolutions, regulations, or other policies that affect SDV survivors. Includes **Systems Advocacy**, in which staff work towards changing practices across large or multiple organizations, governing bodies, or systems.
* **Community Training or Education:** Training and education intended to reach the general public or audiences other than professionals.

## Professional Training or Education: Events held to educate professionals about SDV. This can include SDV prevention training provided to youth who are considered leaders among their peers, to prepare them to engage in activities that can change the norms among that youth group. This category includes former ARF categories “Delivery of DV/SV Prevention Professional Training” and “Delivery of DV/SV Prevention Peer Leader Training”.

## Distributing Information/Materials: Activities primarily involving the distribution of materials (flyers, brochures, magnets, pins etc.). This includes Health Fair or Festival Table(s). If you are distributing materials developed by your agency, they must be approved by MDPH prior to distribution.

## Other DV/SV Outreach/Prevention Activity NOT Listed Above: For all other outreach and prevention activities, use this category. Please specify the activity that occurred in the textbox provided. *NOTE: This option should be used infrequently, when the activity being reported does NOT fit into any of the above categories. If you want to use this response option, please check with your SDV contract manager or SDV epidemiologists first, to avoid having to answer additional questions about the event.*

**Total # of Activities**:

* Enter the number of instances of this activity type conducted during the reporting period.
* Each activity should only be counted once within this column.
* Count each training or educational series as one activity; that is, do not count each session of the series as a separate activity.
* Please include “**# Activities that were primary prevention focused**” in these totals.
* If you have not conducted an activity type, please enter “0”.

**# of People Reached**:

* Please estimate the number of people in the audience, meeting, or training.
* If you have difficulty estimating, the planner of the event may be able to provide an estimate (through registration, membership, etc.).
* Do not include your agency staff in the count.
* For activities like **Distributing information/materials**, where you may reach large numbers of people through brief exposure, you can keep a tally of people with whom your staff interact and/or the number of materials distributed from your table/booth.
* Count audiences/participants in training and educational series just once.
* If you are not able to obtain an estimate of people reached for an activity, please enter “9999”.
* If the activity or event did not have participants or an audience, please do not include it in your counts.

**# Activities that were primary prevention focused:**

* Enter the number of activities (by activity type) that were primary prevention focused.
* For the purposes of this report, primary prevention focused events are events focused on preventing **SDV perpetration*,*** rather than focused on responding to acts of sexual or domestic violence that have already occurred.
* All activities included in this column should also be counted within the “Total # of Activities” column.
* If no activities of a particular type provided by your SDV program were prevention focused, please enter a 0. Do not leave these boxes blank.

**SDV DPH Contract(s)**:

* Check the checkbox in the column for the contract model under which the activity was conducted. If activities were conducted under more than one contract, check **all** the appropriate contract model columns for that activity.
* If the activity was conducted under an RCC contract, enter the number of adults and the number of children/youth reached **(please enter “0” if none and “9999” if unknown).**
* Enter a number for children/youth if:
	+ Children and youth aged 0-17 were reached by your activity or event.
* Enter a number for adults if:
	+ Adults (ages 18 and older) participated in the activity as community members or professionals.

**Topics Addressed:**

* If your agency provided an activity that addressed one of the topics in the list, check the corresponding check box for that topic.
* You may check as many topics as were covered by activities provided by your staff.
* At least one topic must be selected.
* If your agency addressed one or more topics NOT in the existing list, please check “Other Topic” and briefly describe the other topic(s) in the “Other Topic Specify” box that opens.

**Intended Audiences:**

* Enter the number of activities your agency has conducted that focus on reaching the groups described in the list.
* *NOTE: This section of the form is not a participant demographics section. Only enter a non-zero number for a group if that group was the* ***intended audience*** *for the activity, not simply if members of that group participated.*
* If none of your activities or events for a quarter were focused on reaching a particular group, please enter a “0” in that count box. **Do not leave these boxes blank!**
* If one activity focuses on serving multiple groups, please include that activity in all the counts that apply.

**Activity Languages**

* **Check the checkbox** next to a language if your agency provided at least one activity in that language during the quarter about which you are reporting.
* If you provided activities or events in more than one language, check all that apply.
* **At least one language should be selected**.
* If you provided one or more activities or events during the quarter in a language that is NOT in the list, please select the “Other Language” option, and type the language into the “Other Language, specify” text box that opens.
* *NOTE: This question does* ***not*** *apply to distribution of information/materials (like brochures or posters)*.

**Optional:**

* This text box is provided for you to record any additional details that might be useful to SDV staff in understanding the activities or events you have reported in the sections above it (e.g. the name of curricula used) and/or that might be useful for meeting your program’s internal needs related to outreach and prevention activities.

**Media Activities**

* + Enter the number of media activities conducted by type of media (print, TV, radio, billboard) and by type of media coverage (interviews, ad campaigns, opinion/editorials, or Other). Please briefly describe each activity in the far-right column (e.g., “ED interviewed by WCBV regarding increase in service requests”).
	+ These activities should **not** also be counted in the Activity Table (**Question 2**)
	+ Online publications, such as webpages, can be counted as print media.
	+ *NOTE: If you are disseminating information via a print medium that would not be categorized as a flyer, brochure, or poster, or dissemination of promotional materials (pens, stickers, magnets, etc.) with messaging, use this table.*
	+ **Social media activities should not be included on this report.**
1. **HOW TO ADD PAGES, NAVIGATE THE FORM, SAVE AND SEND FILES:**
* Remember **to open** the ARF file directly by navigating to it through your computer system folders**.**
* ***For the remainder of FY19 only (i.e., the last two quarters), please select your agency’s name from the Agency Name drop-down menu in each of your reports.*** In FY 20, your agency will be sent an agency-specific version of this file in which your agency’s name has been pre-populated at the top of the file. This entry will be read-only and will not have to be entered again.
* **Add blank forms** to the SDV ARF file by clicking on the “Add New Form” button at the top of the form.
* **Navigation within a form should be done using the Tab key!** Using the Tab key to navigate between fields (questions) in a form is very important for two reasons:
1. Using the tab key will bring you to the next required field in the form and/or to the “Save” button at the top of the file when you are done with the form. This will prevent you from inadvertently skipping required information that you will be asked about later.
2. Using the tab key will activate skip functions and, where relevant, logical checks to further reduce errors in your data. These data quality assurance features are important for the accuracy of your data. Like items that were skipped when they should not be, items that are logically inconsistent will result in correction requests from DPH staff at a later date.
* **Navigation between forms** can be done in multiple ways. You may find it easiest to use the scroll bar in the outer right frame of the file, or the up and down arrows at the top, left frame of the file. A third method for navigating between forms in your file involves the use of the search box:
1. The form includes a page number and page count at the top, right side of the page.
2. Once you have more than one report in the file, you can navigate between forms as follows:
	1. Press the “Ctrl” and “F” keys on your computer keyboard at the same time.
	2. A search box with a blue border will open on the top right side of your file.
	3. Type the word, “Page,” and the page number of interest to you in this box.
	4. Hit the “Enter” key.
	5. The program should bring you directly to the form you specified in the search box.
	6. Close the search box until you need to use it again. When you need to use it again, repeat steps a-d.
* Remember **to save the file** using the “Save Data” button at the top of any form.
	+ You should give the file a new name every time you update it. This provides back-up copies should anything happen to your more recent version of the file.
	+ Be sure to store the file in a secure location in your agency’s computer system.
* **Send** the newly updated file for **each quarter** (by the 20th of the following month) with your other required SDV data report files to the DPH SDV staff members designated to receive data reports for your program/agency.
	+ **Please do NOT use the “Submit” button** that you see in the top right side of the purple frame around the file. This button has to be present for the file’s functions to operate, but cannot be used to send in your data due to security and file size issues.
	+ **Please use your Interchange account** to send this file, not regular e-mail and not another file transfer system.
	+ If you are able to export the data being recorded “in the background” of the LiveCycle forms file, or if you are using your own system to output an Excel file like the one that results from using the forms file, **you may send the updated Excel version of the file instead**.

## IF you obtain additional information about an activity after submitting an ARF file

Revise your own file to reflect the corrections and continue submitting the file as usual. However, if the additional information is obtained after the close of the fiscal year (i.e., after a fourth quarter file update), please contact Vera Mouradian (617-624-6077) or Caroline Stack (617-624-5409) to determine how the update should be handled.

1. **COMMONLY ASKED QUESTIONS:**

**Q1. Do I need to access and/or export the “background data”?**

Your agency is **not required** to access the data that is stored in the background of the SDV ARF file. The LiveCycle (Adobe) files are set up to allow you to access your own data, but you need software (Adobe Acrobat Pro) that is not free in order to be able to do so. If you have Adobe Acrobat Pro installed and would like further directions on how to proceed with this please contact Vera Mouradian (vera.mouradian@state.ma.us).

**Q2. How do I output data to an Excel spreadsheet from my agency’s own database?**

***This is not required.*** If you store prevention, awareness-raising, and outreach services information in your agency’s own database and you wish todo so, you can arrange to export these data from your agency’s own database to an Excel file that is set up exactly as it would be if you used the MDPH SDV ARFs filefor sending in your outreach and prevention data. To arrange to export from your own system to an Excel file for outreach, awareness-raising, and prevention services data reporting, please contact Vera Mouradian (vera.mouradian@state.ma.us) for a copy of the outputting template and the code list.

**For additional data questions or guidance regarding this form please contact MDPH Epidemiologists: Vera Mouradian (vera.mouradian@state.ma.us; 617-624-6077) or Caroline Stack (caroline.stack@state.ma.us; 617-624-5409). Contact the appropriate MDPH SDV Contract Manager for questions related to service content/contracting.**