MDPH Sexual and Domestic Violence (SDV) Outreach and Prevention <u>Activity Report</u> <u>Form</u> (ARF) Instructions

<mark>**Use to report activities provided July 1, 2023 through June 30, 2024**</mark>

This document provides guidance on:
I.   Overview of the SDV ARF
- Who should complete the SDV ARF
- Due dates
- Activities that should be reported on SDV ARF
- Activities that should not be reported on SDV ARF
II.   Instructions and definitions to complete the SDV ARF
III.   How to add pages, navigate the form, save and send files
IV.   Commonly asked questions

I.   OVERVIEW OF THE SDV ARF:

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

Please use the ARF if you are funded by CEDV, , DVSMT, ES, GCBDV, HS, RCC, SDVEI & SVS programs. *Please note this form is **not** for use by IPAEPs or by RPE grantees for your RPE reporting.*

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: April – June due July 20

The ARF file is meant to be cumulative. Please add reports covering subsequent quarters of the state fiscal year to the file you started for Quarter 1. At the end of a fiscal year, there should be a total of four reports in the Quarter 4 version of your file, one for each quarter of the fiscal year.

<u>Activities that should be reported on the SDV ARF:</u>
- Please report activities on the ARF that are SDV-related and <u>provided</u> by your organizations <u>to the public</u> (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 or did not reach any participants, please enter "0".

<u>Activities that should NOT be reported on the SDV ARF:</u>
- Do not count activities where your staff and/or volunteers 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. Please use your Aggregated Quarterly Client Demographics and Services Report for documenting these services.

II.   INSTRUCTIONS AND DEFINTIONS TO COMPLETE THE SDV ARF:

Login to your REDCap account and select the SDV Activity Report Form link to begin entering data about the SDV-related outreach, awareness-raising, and prevention activities and events your agency provided in a particular quarter

Agency Name: In REDCap, please select your agency's name

Please indicate the Quarter about which you are reporting:
- Select the time period that reflects the quarter covered by the report you are completing.
- Only one reporting period should be selected for each quarterly report.

Calendar Year: Calendar year is pre-populated based on your selection of the quarter about which you are reporting.

Activity Type:
- Please count activities <u>provided</u> to an audience/group participants or that agency staff attended as an ACTIVE participant with a planned/ designated role. Do NOT include events, meetings, or activities that agency staff or volunteers only ATTENDED.
- Please enter counts of activities provided by your agency and number of people reached by those activities or events for each category of activity.
- Media activities should be omitted from this table and reported in the Media Type table in Question 7 instead.

  - **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 Engagemen**t and meetings to foster collaborations.

  - **Community Forum/Discussion:** Activities in which agency staff facilitated, led, or actively participated (not merely attended) a community forum/discussion.

  - **Community Mobilizing:** Activities that engender change in communities through facilitating community ownership of the problem and solutions. Activities include: 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 decide which activity best describes the work.

  - **SDV Policy Change Work:** Activities in which agency staff works to achieve the passage or adoption of ordinances, resolutions, regulations, or other policies that affect SDV. 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 for community members and audiences other than professionals. While the audience may include professionals, these trainings are not offered primarily for professionals.

- **Professional Training or Education**
  Includes educating professionals or peer leaders. These individuals are attending your activity in their professional capacity. Includes DV/SV prevention training provided to specific youth, who are considered to be 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 with a main focus of the distributingmaterials (flyers, brochures, magnets, pins etc.). This includes **Health Fair or Festival Table(s):** disseminating information through any kind of table presentation (e.g., tables or displays at health fairs, festivals, or theatre productions). If you are distributing materials developed by your agency, they must have been 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 on the textbox provided. *NOTE: Only use this option rarely, when the activity being reported does NOT fit into any of the above categories. If you are tempted to use this response option, please check with your MDPH SDV contract manager or MDPH SDV epidemiologists first. Taking this step of checking with us first will prevent your having to answer additional questions about the event.*

Total # of Activities:
- Enter the number of activities 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. Use your best judgment to estimate.
- 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 might consider keeping a tally of people with whom your staff have interactions and/or the number of materials distributed from your table/booth.
- Count the participants/audience for a multi-session training or educational curriculum just

once.

- Count audiences/participants in training and educational series just once.
- <u>If you are not able to obtain an estimate of people reached for an activity, please enter "9999".</u>
- 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 **<u>SDV perpetration</u>,** 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 agency were prevention-focused, please enter a 0. Do NOT leave these boxes blank.

SDV DPH Contract(s):
- Check the checkbox in the contract model column under which the activity was conducted. If the activities were conducted under more than one contract, check in each of the appropriate contract model columns for that type of activity.
- If the activity was conducted under the non-RPE CRCC 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:
    - o Children and youth aged 0-17 who participated in or were reached by your activity or event.
  - Enter a number for adults if:
    - o Adults (ages 18 and older) participated in the activity or event or were reached by it 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 next to the appropriate 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!**
- The intended audience does not need to represent the entire participant population (e.g. if you created brochures specifically designed for youth, yet both youth and adults take the brochures, you still will select "Youth" as your intended

audience). If one activity focuses on serving multiple groups, please include that activity in all the counts that apply (the activity will be represented more than once in this section).

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, you should 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 MDPH SDV staff in understanding the activities or events about which 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. *NOTE: Please do not record identifying or personal information about participants in this textbox or anywhere else on these forms.*

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 <u>print</u> medium that would <u>not</u> be categorized as a flyer, brochure, or poster, or dissemination of promotional materials (pens, stickers, magnets, etc.) with messaging, use this table.*
- <u>Social media activities should not be included on this report.</u>

III.   ENTERING YOUR DATA INTO REDCap:

- **The following are short-answers to commonly asked questions. For detailed instructions on using REDCap, please refer to the companion document, "Instructions for Using REDCap for SDV Providers."**
- **Navigate to REDCap by opening any web-browser and navigating to: redcap.ehs.mass.gov/redcap (hint: look for the "lock" symbol next to the URL, to ensure that you have navigated to a secure site).**
  - **Log in with your username (usually first initial, last name) and password.**
- **You will be taken a "table of contents." Select "BCHAP – DSDVPS – FY24 SDV Activity Report Form."**
  - **Double-click to open the page.**
- **On the left-hand side of the page, you will see an option to "Add/Edit Records." Click on this and select "Add New Record."**

- o **Once you have completed your data entry, save your report by clicking "Save and Exit Form."**
- o **IF you obtain additional information about an activity after submitting an ARF file**
Revise your own file to reflect the corrections. You have two options for doing this:
  - ▪ Submit a new report using the method outlined above, and contact Nealia Khan (Nealia.Khan2@mass.gov) to delete the previous file. If you made note of your submission record number, you can edit your previously submitted file. To do this,
    - open REDCap and navigate to "BCHAP – SDVPS – FY24 SDV Activity Report Form."
    - Select "Add/Edit Records." Scroll to your submission number, select, and begin editing your report.
  - ▪ Or, if you don't have the record number, you can access the report that your data entry generates in REDCap, locate the form based on the information you can view in that table, and click on the record number for that report to edit it.

ACCESSING/EXPORTING YOUR REDCap REPORT (==optional==):

- Your agency is not required to retain a copy of your uploaded Activity Report Form.

If, however, you are interested in viewing/retaining/using your Agency's Data for your own purposes, you are welcome to do so. For instructions on the best procedure to complete this task, please refer to the companion documents, "Instructions for Using REDCap for SDV Providers."

> **For additional data questions or guidance regarding this form please contact MDPH Epidemiologist: Nealia Khan (Nealia.Khan2@mass.gov). Contact the appropriate MDPH SDV Contract Manager for questions related to service content/contracting.**