

# QPR Manual

Competitive, Sole Source, TA, and Media Grantees



# Notes About the Manual

- The manual shows screenshots of exactly what you will see in the QPR
- Suggestion: Look at the manual and supporting Word Document, gather your materials or write out response ideas in the Word document, and then open the QPR in Qualtrics
- Yellow boxes point out examples
- Orange boxes point out reminders and clarifications for specific questions
- A recording of our webinar held June 18, 2019 is available online at [Tobaccofreeco.org](http://Tobaccofreeco.org) on the Evaluation & Data page

# Notes About Using Qualtrics

- **Multiple people entering information:** In Qualtrics, anyone on your team that you give the unique login will be able to access the QPR and enter information.
  - We still recommend gathering all the materials ahead of time for ease of completion
  - We do NOT recommend working in Qualtrics at the same time, you may not see the updated pages
  - If someone needs to go in and look at the responses after completing, have them do this when you get to the Submit page with the Stop sign. They will need to use the back arrow to get to the beginning.
- **Internet browser:** Qualtrics supports Safari, Google Chrome, Microsoft Edge, Internet Explorer, and Mozilla Firefox
- **Entering information in more than one session:** You will be able to log back into your account so that you can enter information in multiple sessions. Please remember this must be done on the same internet browser on the same computer. Your progress is saved automatically.
- **Blue bars in the top left corner:** This is the table of contents; you can use it to navigate to different sections of the QPR. We recommend completing the QPR in the order presented and using the table of contents to go back to make any edits.
- **Viewing in Qualtrics:** Please remember to use your side and bottom scroll bars to see the full page of questions. The "next" arrow is located in the bottom right corner and you may need to scroll to access it. If you would like to see the entire page at once, or you would like to zoom in on a section, you can change the "zoom" on your browser (Ctrl + or Ctrl -)
- **Bullet points:** There is no "bullet" formatting option in Qualtrics. Instead, please type '-' to indicate a bullet.
- **Reviewing your answers:** The final two pages are 'SUBMIT' pages. You will have the opportunity to navigate backwards to review and edit any answers.
- **Summary of your responses:** After you submit, you will see a summary of your responses. You can download the summary as a PDF or print it for your records. This will be the only opportunity you have to do so.

# FAQs

## **Q: What time period should we report on?**

A: Only progress from the last quarter should be included in this report. You are not expected to work in all activity areas in all quarters.

## **Q: What are the dates for the reporting quarters?**

A: Here are the dates for FY19-20

Q1 = July 1 – September 30 (QPR submission deadline: October 15)

Q2 = October 1 – December 31 (QPR submission deadline: January 15)

Q3 = January 1 – March 31 (QPR submission deadline: April 15)

Q4 = April 1 – June 30 (QPR submission deadline: July 15)

## **Q: When is the report due?**

A: The QPR is due to CEPEG 15 days after the end of each quarter. The due date for Quarter 4 is 7/15/2019.

## **Q: What are the dates of fiscal year 2019?**

A: July 1, 2018 – June 30, 2019

## **Q: How long will the QPR take?**

A: The length of the QPR will depend on the number of deliverables and evaluation plans you have, and on your implementation. Please note we are looking for **brief answers** in text fields to summarize your progress and highlight key activities.

## **Q: What should I do if one of the questions is not applicable?**

A: If a question is not applicable to you, please leave it blank. **Please do NOT enter 'N/A'.**

## **Q: Will the manual tell us each of the fields and the word limits?**

A: The manual is direct screenshots of the QPR. Any word limits will be listed in the QPR and in the screenshots.

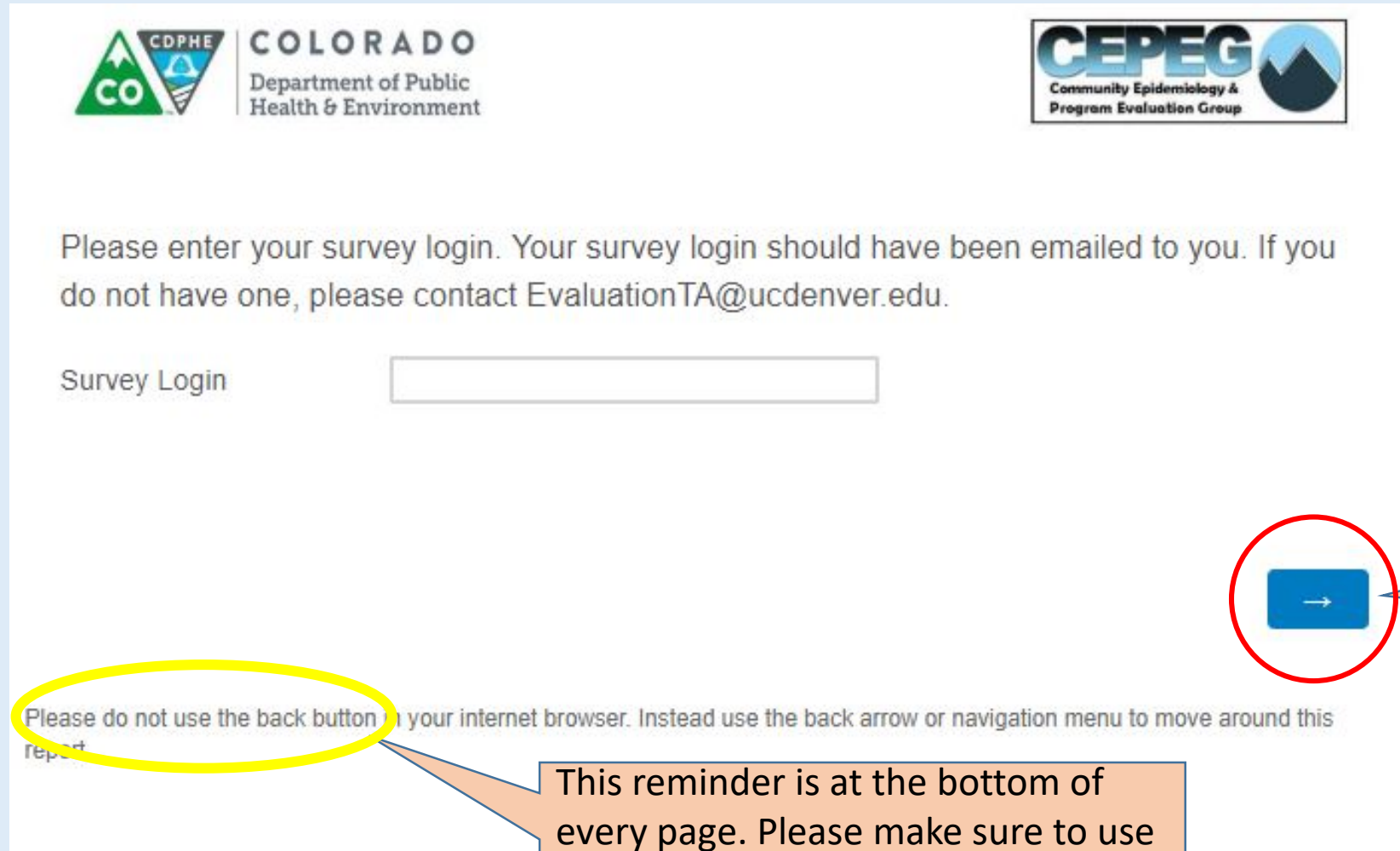
## **Q: How should regional grantees report their progress?**

A: You would describe the goals for each progress step and those may include multiple county-specific benchmarks. Then you would average the progress.

## **Q: What do I do if I have technical issues or questions about how to answer a question in the report?**

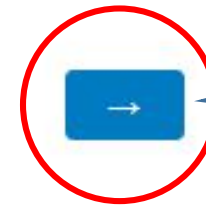
A: If you have questions, please contact CEPEG at [EvaluationTA@ucdenver.edu](mailto:EvaluationTA@ucdenver.edu).

# Logging into the QPR



The screenshot shows the login page for the QPR. At the top left is the logo for the Colorado Department of Public Health & Environment (CDPHE), featuring a green triangle with 'CO' and a blue triangle with 'CDPHE'. To the right of this is the text 'COLORADO Department of Public Health & Environment'. At the top right is the logo for CEPEG (Community Epidemiology & Program Evaluation Group), featuring the acronym 'CEPEG' in blue and a circular icon with a mountain range. Below the logos is a paragraph of text: 'Please enter your survey login. Your survey login should have been emailed to you. If you do not have one, please contact EvaluationTA@ucdenver.edu.' Below this text is a text input field labeled 'Survey Login'. At the bottom of the page, there is a line of text: 'Please do not use the back button in your internet browser. Instead use the back arrow or navigation menu to move around this report.' A yellow oval highlights the words 'Please do not use the back button'.

You will receive an email from EvaluationTA@cuanschutz.edu with the hyperlink to the QPR and your organization's unique Survey Login



You may need to scroll or zoom out to see the arrows (Ctrl + or Ctrl -)

This reminder is at the bottom of every page. Please make sure to use the blue arrows to navigate to the next page

# Your information

The purpose of the Quarterly Progress Report (QPR) is to document A35 Tobacco Grantees' program accomplishments and progress during FY2019 Quarter 4 (April 1 - June 30).

If you have any technical or content questions, please contact [EvaluationTA@ucdenver.edu](mailto:EvaluationTA@ucdenver.edu) for support.

Thank you for your hard work and for filling out the QPR!

**Grantee Information: University of Colorado, Colorado School of Public Health - Technical Assistance, Fundamental Aspects and Strategies for Tobacco Control**  
Please update as needed

Contact Name:	<input type="text" value="Betty White"/>
Contact Title:	<input type="text" value="Program Manager"/>
Contact Phone Number:	<input type="text" value="3037241299"/>
Contact Email Address:	<input type="text" value="bettyw@ucdenver.edu"/>
Person Completing QPR:	<input type="text"/>

This should be your grantee name. If you see a name that is not yours, please contact us immediately

We will prefill the first four fields. You review the information and update it in these fields if the primary contact has changed

# Counties

Does your program serve specific counties or the state of Colorado?

Specific Counties

Colorado

If you answer 'Specific Counties,' you will see this page. Click on the county name to select the counties where you are working



Please do not use the back button in your internet browser. Instead use the back arrow or navigation menu to move around this report.

Which county or counties did your program directly serve in FY19 Q4? (Select all that apply.)

Adams	Costilla	Garfield	Lake	Morgan	Routt
Alamosa	Crowley	Gilpin	Larimer	Otero	Saguache
Archuleta	Custer	Grand	Las Animas	Ouray	San Juan
Baca	Delta	Gunnison	Lincoln	Park	San Miguel
Bent	Denver	Hinsdale	Logan	Phillips	Sedgwick
Boulder	Dolores	Huerfano	Mesa	Pitkin	Summit
Broomfield	Douglas	Jackson	Mineral	Prowers	Teller
Chaffee	Eagle	Jefferson	Moffat	Pueblo	Washington
Cheyenne	El Paso	Kiowa	Montezuma	Rio Blanco	Weld
Clear Creek	Elbert	Kit Carson	Montrose	Rio Grande	Yuma
Conejos	Fremont	La Plata			

# Progress Summary



## Progress Summary:

Please describe your overall progress in FY19 Q4 including organizational, environmental and project-related barriers, challenges, and facilitators (such as staff turnover). Please do NOT include activity-specific challenges and facilitators here.

[1000-character limit]

A large, empty rectangular box with a thin grey border, intended for the user to enter their progress summary.

### Example:

- In Q4 we accomplished significant progress in our xxx activities/deliverables. We conducted focus groups with school district staff and students to inform development of appropriate educational materials that would be appealing to the youth. We also created an outreach plan. However, we experienced a delay in xxx due to a limited FTE to devote to this activity.
- Our main overall challenge was in scheduling the focus groups.
- Our work was facilitated by our ability to connect with already existing coalitions, and engaging students in the data collection and analysis process.

Please provide us with a **brief** summary, preferably in bullet points. Note the 1000-character limit.



# Activity Table

If one of the cells does not apply to your project, please **leave it blank**. Do **not write 'None' or 'N/A'**.

## Activity Table:

Please complete the following questions related to your FY19 scope of work primary activities and overall progress in the previous quarter. You are not expected to be working in all primary activities in all quarters and they may not be linear. If you have not worked on a particular activity this quarter, please report the same status as last quarter. If you implemented more than one content, program, or service for an activity, you will have an opportunity to report on them after this table.

Your prefilled activities and activity number	Status in FY19Q3  Prefilled from your previous QPR	Current Status What is the status of this activity for FY19 Q4?	Current Status If your activity status rating is the same or lower than in the previous quarter please briefly explain the reason. [If you have completed an activity, you do not need to include an explanation]  Please describe in 1-2 sentences	Implementation Please describe for <i>this activity</i> what was delivered, when, how (e.g., in person, zoom), to whom, and how often? (if applicable)  Please describe	Reach How many people total participated in and/or received this content/program/service in FY19 Q4?  Enter number
<p>1. The Contractor shall collaborate with STEPP subject matter experts to assist grantees with tobacco-focused community profiles during the first six (6) to nine (9) months of the contract.</p>	<p>6 = Complet</p>	<p>0 = Haven't Started</p> <ul style="list-style-type: none"> <li>0 = Haven't Started</li> <li>1 = Just Started</li> <li>2 = Small Progress</li> <li>3 = Half-way Completed</li> <li>4 = Substantial Progress</li> <li>5 = Almost Completed</li> <li>6 = Completed</li> <li>NR = Not Required</li> </ul>	<p>Do not fill out if you have completed this activity</p>	<p>If you have more than one activity or deliverable to report, you will have a chance to add it later in this report</p> <p>Example: Webinar for grantees</p>	<p>Reach is the number of people who received, participated in, or were touched by your activity or deliverable. Example: We held a webinar for grantees. 31 people participated in the webinar and 15 additional people accessed the content afterward. Total reach for this webinar was 46.</p>

# Additional content, programs, or services

Did you deliver or implement **any additional** content, programs or services in FY19 Q4? (e.g., you implemented multiple programs for activity 3 and could not include them all in the table)

Yes

No

Table to enter additional content, programs, or services

	Please select the corresponding activity number from the table	Implementation Please briefly describe what, where, how, how many times and to whom you delivered or implemented any content services in FY19 Q4 (e.g., training, education, counseling).  Please describe	Reach How many people total participated in and/or received this content/program/service in FY19 Q4?  Enter number
Content, program, or service #1	<input type="text"/>		<input type="text"/>
Content, program, or service #2	<input type="text"/>		<input type="text"/>

Activity number - you can get this number from the previous activity table

The previous table allowed for reporting one activity or deliverable (content, program, or service) per activity. Use this table if you have more than one implementation per activity to report.

# Challenges and Facilitators Table

If one of the cells does not apply to your project, please leave it blank. **Do not write 'None' or 'N/A'.**

## Challenges and Facilitators Table:

Please complete the following questions related to your primary activities in 1-2 sentences. Challenges and facilitators unrelated to specific primary activities (e.g., staff turnover) should be addressed in the progress summary. If you did not experience any challenges or facilitators for a specific activity, please leave the cell blank; do not enter 'N/A' or 'None'.

	<p><b>Challenges</b> What activity-specific challenges did you have in FY19 Q4?</p> <p>Please describe in 1-2 sentences</p>	<p><b>Facilitators</b> What factors helped your progress in FY19 Q4 or helped you resolve challenges?</p> <p>Please describe in 1-2 sentences</p>	<p>Would you like your TA provider or POC to follow up with you?</p>
<p>1. The Contractor shall collaborate with STEPP subject matter experts to assist grantees with tobacco-focused community profiles during the first six (6) to nine (9) months of the contract.</p> <p>2. The Contractor shall collaborate with STEPP staff and grantees to coordinate and promote quarterly Learning Community Calls for CDC goal area 1, 2 and 4 as peer learning opportunities.</p>	<div data-bbox="275 519 486 662" style="border: 1px solid black; padding: 5px; width: fit-content;">Same prefilled activities</div>	<div data-bbox="1513 711 1903 851" style="border: 1px solid black; padding: 5px; width: fit-content;">Any factor that makes your work easier or possible</div> <div data-bbox="1352 882 2040 1179" style="border: 1px solid black; padding: 5px; width: fit-content;">Example: Having an outreach spreadsheet to track what organizations should be approached, have been approached, and where things stand helped us progress faster toward our objective.</div>	<div data-bbox="2112 839 2219 882" style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; text-align: center;">▼</div> <div data-bbox="2112 1133 2219 1176" style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; text-align: center;">▼</div>

# Evaluation

Are you conducting an evaluation?

Please note: if you are not expected to conduct an evaluation and are not conducting an optional evaluation, select 'No'

Yes

No

The purpose of your evaluation is to inform and improve *your* programs. You **do not need to** submit data or instruments in the QPR. We are interested in your progress.

What is your evaluation question(s) (question which you want/need to be answered by this evaluation)?  
[Maximum of 700 characters]

Example: Is the program reaching our target population? Did our curriculum increase students' knowledge about risk of using tobacco/nicotine products?

This is your overall evaluation question from your evaluation plan (what do you want to answer through this evaluation), **not** your data collection instrument (survey, focus group, etc.) questions.

Please briefly describe your evaluation design (using bullets, describe information needed to answer evaluation question, data collection method(s), analysis plan, and dissemination plan).  
[Maximum of 1200 characters]

[Empty text box for evaluation design description]

**You can pull this from your evaluation plan. Your design may include multiple methods.**  
Q: What if we did a pre and post test as part of our evaluation of a training or event? Do we record that as two separate tools used?  
A: A pre/post test method is actually one evaluation technique with two time points. The actual measure of interest is the change between the two time points. So, this should be recorded as one tool with that perspective in mind.

**Evaluation Progress Summary:**

Please describe your overall evaluation progress in FY19 Q4 including organizational, environmental and evaluation-related barriers, challenges (e.g., staff turn-over), and facilitators (e.g., new community partnerships). Activity-specific challenges and facilitators should be listed in the appropriate column in the following table.  
[1500-character limit]

[Empty text box for evaluation progress summary]

# Evaluation

## Evaluation Table:

Please answer the following questions about your evaluation for the foundational activity or strategy and setting you indicated. The first column contains steps in the evaluation process.

8 Steps of Evaluation

	Current Status Progress status for FY19 Q4 (0-6)	Challenges What activity-specific challenges did you have in FY19 Q4?  Please describe in 1-2 sentences	Facilitators What factors helped your progress in FY19 Q4 or helped you resolve challenges?  Please describe in 1-2 sentences	Do you need TA with this activity?
Identify critical data elements to answer evaluation question	0 = Haven't Started ▾		Any factor that makes your work easier or possible	▾
Determine appropriate data collection methods to answer evaluation question	0 = Haven't Started ▾			▾
Identify/develop data collection instruments	0 = Haven't Started ▾			▾
Implement data collection	0 = Haven't Started ▾			▾
Develop analytic plan	0 = Haven't Started ▾			▾
Analyze data	0 = Haven't Started 1 = Just Started 2 = Small Progress 3 = Half-way Completed 4 = Substantial Progress 5 = Almost Completed 6 = Completed NR = Not Required			▾
Develop data dissemination plan for evaluation results				▾
Implement results for program improvement				▾

# Media

What is the total number of media impressions across all media types **this year**?  
*Please note: Starting in FY20 you will be asked to report on media impressions in each quarter.*

A media impression is any interaction between the target audience and a piece of content (e.g., the estimated number of people who drive by your billboard or number of flyers you distributed). Your media representative should be able to provide you with an estimate for some types of media.

Total # of Media Impressions  
Examples: Number of hits on your website, number of retweets

For this grant, which media types have been placed this year? (Select all that apply.)

Media Paid (e.g., purchased airtime or advertising, direct to consumer)

Media Earned (e.g., newspaper article)

Media Fact Sheet (distributed fact sheets)

Media Social (e.g., social media accounts or posts that you did not purchase)

Media Other

Have you implemented a media campaign and/or developed media strategies to as part of your project implementation plan?

Yes

No

If you are doing a local ad buy, you should be receiving information about the number of impressions you receive (in addition to engagement metrics). That should be calculated for you on the dashboard for Facebook or Instagram. If you are doing a traditional ad buy, the organization should give you that. You can contact Alison Reidmohr if you need assistance.

# Success Story

## Success Story

Do you have a success story you would like to share? Write your project's success or human-interest story, or provide an example of how your work has made a positive difference in tobacco control and/or prevention.

[Maximum of 1500 characters]

If you have supporting materials for your success story (i.e., newspaper article, photo, presentation), please upload it here.

*All file formats accepted, select 1 or more files in the window that opens.*

Drop files or click here to upload

Providing a success story is **optional**. If you do have one to share, please write a description. If you have additional supporting materials like a flyer or PowerPoint Presentation, please upload the file(s) below.

# Annual Report – Key Accomplishments

## Annual Report

Thinking about your work over the entire fiscal year (July 1, 2018 - June 30, 2019), please describe your three biggest accomplishments...

Key Accomplishment #1 [Maximum of 700 characters]

Key Accomplishment #2 [Maximum of 700 characters]

Key Accomplishment #3 [Maximum of 700 characters]

Reminder: Fiscal Year 19-20 is July 1, 2018 – June 30, 2019

Example: Building partnerships – This quarter we partnered with Organization X. This growing collaboration has provided many opportunities to communicate with worksites of interest to expand our smoke-free worksite policy efforts.

Example: Identify Policy Champion- This quarter we worked closely with legislative aids to meet with two individuals who are interested in tobacco-free youth efforts. We are in the early planning stages to identify areas where their support could push SHS and school-based initiatives forward.



# Annual Report - Challenges

Thinking about your work over the entire fiscal year (July 1, 2018 - June 30, 2019), please describe your three biggest challenges...

Challenge #1 / Solution #1 [Maximum 700 characters]

Challenge #2/ Solution #2 [Maximum 700 characters]

Challenge #3/ Solution #3 [Maximum 700 characters]

Reminder: Fiscal Year 19-20 is July 1, 2018 – June 30, 2019

Example: Our work with a multiunit housing provider in our county has been delayed as a new management company took over. We continue to do outreach and plan meetings with current housing providers.

# Submit



At this point, you can go back to make sure your QPR is complete. If you skipped around, it is especially important to review.

Have you fully completed your QPR?

If so, select "Yes" and press "SUBMIT" to record your responses. **You cannot edit your responses after submitting.**

If you are not finished, select "No" and use the "back" arrow or table of contents to return to any incomplete section.

Reminder: The QPR is due July 15

Yes

No



SUBMIT

Are you ready to submit the QPR? Click the right arrow if you are.

After you submit, you will see a summary of your responses. You can download or print your report for your records. This will be the only opportunity for you to do so. Scroll to the right to see the 'Download PDF' option.

#### QPR Sections

- ✓ [Activities and Evaluation](#)
- ✓ [Media](#)
- ✓ [Success Stories](#)
- ✓ [Annual](#)
- ✓ [Submit](#)

This is the final submit page. If you need to go back at this point, you can navigate through the QPR by clicking on the checklist at the bottom of the page.

# Download PDF

We thank you for your time spent taking this survey.  
Your response has been recorded.

The 'Download PDF' button is the top right corner. You may need to scroll or zoom out to see it.

Below is a summary of your responses

[Download PDF](#)

The purpose of the Quarterly Progress Report (QPR) is to document A35 Tobacco Grantees' program accomplishments and progress during FY2019 Quarter 4 (April 1 - June 30).

If you have any technical or content questions, please contact [EvaluationTA@ucdenver.edu](mailto:EvaluationTA@ucdenver.edu) for support.

Thank you for your hard work and for filling out the QPR!

**Grantee Information: Jefferson Center for Mental Health - Peer Supported Tobacco Cessation and Eviction Prevention for Residents of Public Housing.**

Please update as needed

Contact Name:	<input type="text" value="Alessandro Brewer"/>
Contact Title:	<input type="text" value="Manager"/>
Contact Phone Number:	<input type="text" value="1896419917"/>
Contact Email Address:	<input type="text" value="jespley@aol.com"/>
Person Completing QPR:	<input type="text" value="Alessandro Brewer"/>

This is your **only opportunity** to download the PDF of your QPR if you need it for your records. You can obtain a summary version from your POC later on.