PROGRAM PARTICIPANT REPORT: DEFINITIONS & FAQ

Updated November 2022

The JFNA Center on Holocaust Survivor Care and Institute on Aging and Trauma (Center) is responsible for recording and reporting the types of person-centered, trauma-informed (PCTI) services that are supported by grant funds and the number of participants benefiting from those services to funders such as the U.S. Administration for Community Living (ACL) and generous philanthropists. To ensure responsible stewardship of federal and philanthropic funds, the Center relies on subgrantees and sub-subgrantees to provide accurate and consistent records of projects implemented and participants served. This data is collected, in part, through the quarterly Program Participant Report. The Program Participant Report is required for all JFNA subgrantees.

The Program Participant Report requires your organization to track and report how many participants are served across your grant and by project. In doing so, your organization will need to record participants by type: Holocaust survivors, older adults with a history of trauma, family caregivers, professional service providers, and volunteers. Your organization will enter this information in the four sections of the report: Grant Information, Grant Participants, Participants by Project, and Emergency Financial Assistance. The Emergency Financial Assistance section only applies to Expanded Critical Supports Program subgrantees. For more information about what is included in the report, please review the PDF of the report found in your program's policies and forms library.

This document, *The Program Participant Report: Definitions & FAQ,* provides definitions for common terms used in the Program Participant Report and addresses frequently asked questions.

For more information, please reach out to your Center point-of-contact or email the Center at Aging@JewishFederations.org.

CENTER ON HOLOCAUST SURVIVOR CARE
JEWISH FEDERATIONS INSTITUTE ON AGING AND TRAUMA

The Jewish Federations® OF NORTH AMERICA

DEFINITIONS

- **Holocaust Survivor** – According to the US Holocaust Memorial Museum, Holocaust survivors are Jews who experienced the persecution and survived the mass murder that was carried out by the Nazis and their collaborators between 1933 and 1945. This included those who were in concentration camps, killing centers, ghettos, and prisons, as well as refugees or those in hiding. Holocaust survivors also include people who did not self-identify as Jewish but were categorized as such by the perpetrators. The definition of Jewish Nazi victim used by the Claims Conference and the German Government are also acceptable definitions for Holocaust survivors under this grant, and there may be other definitions as well. The U.S. Government does not limit services under this grant to any of these definitions; however, individuals born after February 1946 are not considered Holocaust survivors under this grant.

- **Older Adult with a History of Trauma** – A person who is age 60 or over and a survivor of a traumatic event, series of events, or circumstance(s).

- **Family Caregiver** – A family member, partner, or friend who provides a broad range of unpaid assistance, such as activities of daily living, to older adults or adults with a chronic, disabling, or serious health condition.

- **Professional Service Provider** – An individual working in a paid position to provide services and supports, such as case managers, social workers, program managers, Jewish service professionals, medical staff, legal staff, government officials, registered nurses, doctors, certified nursing assistants, etc. This category may include professionals internal or external to the organization receiving grant funding. (Legal or medical staff providing services pro-bono are considered professional service providers.)

- **Volunteer** – An individual working in an unpaid position to provide informal services. This can include a volunteer for a friendly visitor program, meal delivery, companionship, and more.

- **Intended Participant Type** – The type of individual an organization aims to serve or include in projects – Holocaust survivors, older adults with a history of trauma, family caregivers, professional service providers, and/or volunteers. Projects must have at least one participant type and may have multiple types of intended participants.

- **Demographic of Older Adults Served** – The type of population an organization intends to serve such as Asian American, veterans, and survivors of domestic or sexual violence. This does not require program

participants to self-identify their demographic type. Rather, this refers to the demographic your organization intends to serve through the project. For example, a project participant may be a refugee who identifies as an older adult with disabilities and as Latin American. If the intent of the project is to serve refugees, then the project's target demographic would be refugees.

- **Program** – An initiative through which your organization received a grant from the Center such as the Expanded Critical Supports, Innovations, Promising Practices, and National Network Programs. A program is composed of many projects that are implemented by cohorts of subgrantees. Note, a program is not the same as a project. See definition for a project below.

- **Project** – An activity your organization is funded to implement according to your approved Stage 2 grant application. Some organizations may have one project while others may have more than ten projects. Some project examples include PCTI staff training, music therapy, and case management.

- **Unique Participants Served from Start of the Grant Through the Current Report Period** – The number of unique individuals served by the grant without duplication from the start of the grant through the end of the current reporting period. If your grant includes only one project, the number of participants served to date for your grant and for your project will be the same. If your grant includes multiple projects, the number of participants served to date for your grant will be a summary of the unique participants served across all projects, without duplication. Note, participants served from the start of the grant to date is not the same as participants served year-to-date (YTD). Please include all participants served through your grant from the date your current grant was awarded without regard to how many grant or calendar years your grant spans.

- **Anticipated Unique Participants Served by Project for the Entire Grant Period** – The number of unique individuals, without duplication, that your organization anticipates serving through the project from the start through the end of the project. This number is derived from your organization's grant application and award, and first check-in call. This number will remain consistent across all reporting quarters. For example, if an organization intends to serve 100 unique individuals from the beginning to end of a chair yoga project, then there would be 100 anticipated unique participants served for this project.

- **Actual Unique Participants Served from the Start of the Project Through the Current Report Period** – The actual number of unique individuals served by the project from the start of the project through the end of the current report period. This is derived by counting the number of unduplicated

participants that engaged in a project from the start of the project through the current reporting quarter. For example, if reporting for the second reporting period, this would be a summary number representing an unduplicated participant total from the first and second quarter of your project. Alternatively, if reporting for the last reporting quarter of a two-year project (quarter eight of eight), this would be a summary number representing an unduplicated participant total of all eight quarters.

Using the same example from the previous definition, after three quarters of the chair yoga project an organization may have served 65 unique participants through this project. The number of actual unique participants served by the project can be greater than, equal to, or less than the number of anticipated participants. The number of actual unique participants served by the project is used to assess progress.

Note, participants served from the start of the project to date is not the same as participants served year-to-date (YTD). Please include all participants served through your project from the date your current grant was awarded without regard to how many grant or calendar years your project spans.

FREQUENTLY ASKED QUESTIONS

1. **How do I know how many projects are included in my organization's grant?**

   When determining how many projects are funded through the grant, review your approved Stage 2 Application to count the number of projects. For example, if your organization applied and was awarded grant funding to implement a PCTI staff training, socialization book club, and case management, then your organization would be implementing three projects. To keep reporting clear and consistent, the number of projects implemented through your grant should remain the same across all report periods and report forms, as well as check-in calls.

   Sometimes an organization conceptualizes multiple projects as one. This can be the case if all projects support the same goal. For example, an organization is implementing a wellness group that includes nutrition education seminars, cooking classes, and food pantry. Since this wellness group includes different activities, the organization would have three projects rather than one.

In some cases, an organization can implement the same project multiple times. For example, an organization can host a writing class for family caregivers six times over the course of a grant. In this example, the organization would have one project rather than six because each writing class meeting involves the same activity. Even if they were implementing a series of PCTI writing classes, writing classes would count as one project even if there are different themes for each class.

If your conceptualization of the number of projects included in your grant has changed from what is indicated on the Stage 2 Application documents, please reach out to your Center point-of-contact.

2. **What if my organization would like to start new projects that were not detailed in the approved Stage 2 Application or close out projects?**

   Organizations can change projects implemented under their grant in coordination with their Center point-of-contact by submitting a Program and/or Budget Modification Request(s). The Center point-of-contact will ensure that the changes to projects will still enable your organization to achieve the outcomes outlined in your original grant application and award and that your organization remains in compliance. The Center must approve project modification requests. Only after project changes are approved should they be included in the Program Participant Report. In other words, the first time that Center staff are made aware that a project is added, changed, or cancelled, should not be through the Program Participant Report.

3. **How should I name my project(s)?**

   To name your project(s), select a short phrase that clearly communicates the activity performed. For example, an organization implements a project that aims to reduce food insecurity for older adults with a history of trauma by delivering nutritious and culturally sensitive food packages. Some good project name options for Center reports could include: “Food Parcels”, “Nutrition Assistance”, or “Food Delivery”. A few examples of project names that would be less ideal include: “Community Cares”, “Mana”, or “משלוח אוכל”. These project names are not ideal as they do not provide clarity about activities are performed.

   To keep reporting clear and consistent, project names should remain the same across all report periods and report forms. It is noteworthy that you may call the same project a different name when communicating with participants than when communicating with the Center. For example, you

may call a program “Russian Teatime” when communicating with participants and “Group Therapy” when communicating with the Center.

4. **If participants engage in multiple projects, will this impact the accuracy of my report submission?**

   The Program Participant Report is specifically designed to avoid the issue of duplication in counting. At the top of the report in the Grant Participants section, you report the unique number of participants served across all projects by participant type. Even if participants engage in multiple projects, they will only be counted once in the Grant Participant section. For example, if Sam participated in yoga, nutrition classes, and a support group, Sam would be counted as one participant in the Grant Participants section.

   In the second half of the report, the Participants by Project section, you report the unique number of participants served by each project. If participants engage in multiple projects, they will be counted once for each separate project total. Taking the same example referenced above, if Sam participated in Yoga, nutrition classes, and a support group, Sam would be counted once for each of these projects in the Participants by Project section.

   The combined use of both report sections enables the Center and subgrantees to have an unduplicated total of participants served through the entire grant, as well as a breakdown of how many participants engaged in each project.

5. **How do I determine which participant type and demographic need to be served through my projects?**

   When determining the participants of your grant projects, review your approved Stage 2 Application. On the Program Participant Report, you will have the option of selecting Holocaust survivors, older adults with a history of trauma, family caregivers, professional service providers, and/or volunteers. If your grant serves older adults with a history of trauma, you will have the option of specifying which demographic of older adults your grant serves. Please indicate the participant type and demographic for each project every quarter. If you have not served an intended participant group, you can enter ‘0’ where appropriate.

6. **What if the participants I am serving differ from the participants detailed in my grant award?**

   Sometimes, a project's participant demographics change throughout the grant implementation process. For example, a project aimed to serve Holocaust survivors and veteran clients through individualized therapy. After the start of the project, the organization noticed that veteran clients were not interested in therapy. Thus, the project's participant type transition from Holocaust survivor and veteran clients to only Holocaust survivor clients.

   If changes in your project's participant demographics occur or you want to engage a different population than you originally had proposed, reach out to your Center point-of-contact. The Center point-of-contact will help ensure that the changes to projects will still enable your organization to achieve the outcomes outlined in your original grant application and award, and that your organization remains in compliance. Only after these changes are communicated to your organization's Center point-of-contact should they be included in the Program Participant Report. In other words, the first time that Center staff are made aware that project participant demographics have changes should <u>not</u> be through the Program Participant Report.

7. **What if not all projects are active every quarter? Do I need to include inactive projects in the quarterly Program Participant Report?**

   Yes, each quarterly submission of the Program Participant Report will include information on all projects of your organization's grant, regardless of project status. This means for inactive projects, the number of unique project participants this quarter may be '0'. By reporting on all grant projects every quarter, the Center ensures consistency and accuracy in reporting. The projects listed should remain the same from quarter to quarter, even if they have different launch dates. This approach gives your Center point-of-contact a wholistic view of your grant activities. This also helps to ensure that inactive projects are not accidentally left out of overall participant calculations.

8. **What should I do with the quarterly Program Participant Report data submitted to my organization by sub-subgrantees of my grant?**

   For subgrantees whose grants involve sub-subgrantees, the Center has created a fillable PDF Sub-Subgrantee Program Participant Form. This is an optional form for the sole purpose of helping subgrantees collect quarterly data from their sub-subgrantees. If your organization has different or

existing data collection systems, there is no need to use the Sub-Subgrantee Program Participant Form. This form can be found in your program's policies and forms library.

Once the Sub-Subgrantee Program Participant Form is completed and returned to the subgrantee, it is the responsibility of the subgrantee to review the data for accuracy and resolve any reporting errors with sub-subgrantees. After this review is complete, data from the Sub-Subgrantee Program Participant Form should be compiled to complete the Program Participant Report. Sub-Subgrantee Program Participant Form should not be submitted to the Center, since the Center only collects one Program Participant Report for each grant program.

9. **How do I ensure the Program Participant Report is consistently accurately completed?**

   Refer to your previous quarterly Program Participant Report submission when completing the current report to ensure it is completed consistently and accurately. When completing the report, click 'print' to record a copy of your answers prior to submitting the form. Additionally, individuals who submit the Program Participant Report will receive an automated email that includes a confirmation of submission and a copy of all form responses. If you do not receive this confirmation, please check your junk or spam folder. If you still cannot find this confirmation, please reach out to your Center point-of-contact or Aging@JewishFederations.org.