Changes in Reach Reporting Requirements and Forms

Aim: to simplify the data requests and reduce the likelihood of unclear and redundant data

Changes in the current draft Reach and Capacity Report form include:

- Columns on time-limited vs. ongoing removed (will not have to distinguish whether the program runs continuously)

- Annual report-- will report number of NEW participants (cumulative total of all new participants reported in the four quarters) and total number of ALL participants (including new and the ongoing participants reported in the 1st quarter). Participant data will be captured on scannable participant roster form

- First quarter report-- will report total number of new participants and total number of all participants (including new and ongoing). In 2, 3 and 4th quarter, will only report NEW participants (to reduce duplicate data)

- Chapters and state health departments will no longer have to report number of completers. This is optional to collect (may still need to do so if state or other funding source requires these data)

- Will still report course offerings but this will be automatically calculated in Team Approach based on a standardized formula—so subjective judgments won't be necessary. You'll only need to report the number of times that the class met per week. This data will be captured on scannable form

- Leader and Trainer data-- if data is collected and entered about when leaders, instructors and trainers were trained and taught, the Team Approach reports will provide numbers of people trained, as well as numbers of people who are active. Scannable workshop rosters will facilitate data entry about training

Annual Reach and Capacity Report
Report Period: January 1- December 31

		AF Self-Help Program	AF Exercise Program	AF Aquatic Program
Participants				
Total number of <u>new</u> participants				
Total number of all participants (includes new and <u>on-going</u>)		■		
Courses				
Total number of <u>sites</u> offering program				
Total number of <u>course offerings</u>				
Leaders/Trainers				
Total number of <u>Trainers</u> trained				
Total number of <u>Leaders/Instructors</u> trained				
Total number of Leader/ Instructor training workshops held				
Number of <u>Active Trainers</u>				
Number of <u>Active Leaders/ Instructors</u>				

Definitions of Underlined Terms:

- **New participant**= anyone who responds "No" to the question, "Have you attended this program before?" and attends at least one class session
- **On-going participant**= AF Aquatic and AF Exercise Program participants who respond "Yes" to the question, "Have you attended this program before?" Ongoing participants are only counted in the first quarter.
- **Total number of all participants**= the total number of unduplicated individuals who participate in a program within one calendar year. This total is calculated on the first quarter and annual report as the sum of the new participants and any ongoing AF Aquatic or AF Exercise Program participants reported in the first quarter. You do not need to report this for the AF Self-Help Program since all self-help participants are considered "new" and therefore the total number of participants in this program is the same as the total number of new participants.
- **Site**= Location/ facility where a program is offered. If a site offers both the AF Exercise Program and the AF Aquatic Program it would be counted as a site for each program but if it offers multiple AF Exercise Program classes, only count it once
- **Course offerings**= Total number of times the program was offered, regardless of site. A course offering for the AF Self-Help Program is one six-week series of classes. The number of course offerings for the AF Aquatic Program and AF Exercise program will be calculated in Team Approach using a formula based on the number of times a program meets per week at a site
- **Trainer**= an individual who has successfully completed both leader/instructor training and a Train-the-Trainer workshop and is then qualified to teach others to lead AF program classes
- **Leader/ instructor**= an individual who has successfully completed an AF program leader/instructor training workshop and is then qualified to teach AF programs to class participants
- **Active trainers**= number of trainers who led at least one AF program leader/instructor training workshop in current year
- **Active leaders/ instructors**= number of leaders or instructors who taught at least six class sessions in current year
- **Class sessions**= Individual events within a course series. A six-week course series of the AF Self-Help Program has six class sessions. Each one-hour of class time of the AF Aquatic Program or AF Exercise Program is equivalent to one class session
- **Additional (trainers, leaders, instructors)**= trainers and leaders/ instructors who taught in the current quarter but did not teach and were not counted in a previous quarter this year. The annual report should be an unduplicated count of the number of trainers, leaders and instructors who taught during the year.

Quarter 1 Report
Use to report activity in first quarter (January 1-March 31) ONLY

	AF Self-Help Program	AF Exercise Program	AF Aquatic Program
Participants			
Total number of new participants			
Total number of all participants (includes new and on-going)			
Courses			
Total number of sites offering program			
Total number of course offerings			
Leaders/Trainers			
Total number of Trainers trained			
Total number of Leaders/Instructors trained			
Total number of Leader/ Instructor training workshops held			
Number of trainers who taught a training workshop in Quarter 1			
Number of leaders/ instructors who taught in Quarter 1			

Quarter 2 Report
Use to report activity in second quarter (April 1- June 30) ONLY

	AF Self-Help Program	AF Exercise Program	AF Aquatic Program
Participants			
Total number of new participants			
Courses			
Number of NEW sites offering program			
Number of course offerings at NEW and EXISTING SITES			
Leaders/Trainers			
Number of Trainers trained			
Number of Leaders/Instructors trained			
Number of training workshops held			
Number of ADDITIONAL trainers who taught a training workshop in Quarter 2			
Number of ADDITIONAL leaders/ instructors who taught in Quarter 2			

Quarter 3 Report
Use to report activity in third quarter (July 1-September 30) ONLY

	AF Self-Help Program	AF Exercise Program	AF Aquatic Program
Participants			
Total number of new participants			
Courses			
Number of NEW sites offering program			
Number of course offerings at NEW and EXISTING SITES			
Leaders/Trainers			
Number of Trainers trained			
Number of Leaders/Instructors trained			
Number of Leader/ Instructor training workshops held			
Number of ADDITIONAL trainers who taught a training workshop in Quarter 3			
Number of ADDITIONAL leaders/ instructors who taught in Quarter 3			

Quarter 4 Report
Use to report activity in fourth quarter (October 1- December 31) ONLY

	AF Self-Help Program	AF Exercise Program	AF Aquatic Program
Participants			
Total number of new participants			
Courses			
Number of NEW sites offering program			
Number of course offerings at NEW and EXISTING SITES			
Leaders/Trainers			
Number of Trainers trained			
Number of Leaders/Instructors trained			
Number of Leader/ Instructor training workshops held			
Number of ADDITIONAL trainers who taught a training workshop in Quarter 4			
Number of ADDITIONAL leaders/ instructors who taught in Quarter 4			