

# ACT Learning Series: Transform

Session 3: April 24, 2025



**COLORADO**  
Department of Public  
Health & Environment



# Agenda



Share your name, organization, & **your favorite spring activity** in the Zoom chat!



- Welcome & Introductions
- Review of CAPTURE Templates & Use Opportunities
- Reflections & Sharing Learnings



## ACT Transform Phase:

- Framing the Transform Phase
- Completing your Reporting Framework
- Other reporting tools



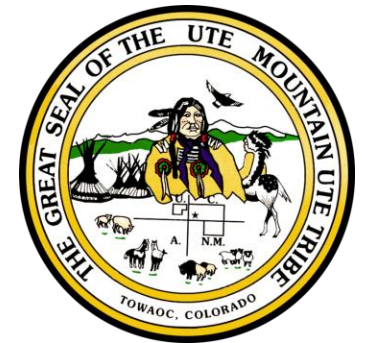
- Next Steps
- Coaching Sign Up & Closing

# Meet HDCGP SB 181 Grantee Partners



Las Animas | Huerfano Counties  
DISTRICT HEALTH DEPARTMENT

TRI-COUNTY HEALTH NETWORK



# Meet the ResultsLab TTA Team!



**Natalia Yavich**  
SENIOR IMPACT  
CONSULTANT



**Rahul Kulkarni**  
SENIOR IMPACT  
CONSULTANT



**Missy Catlow**  
IMPACT  
CONSULTANT



**Laurelin Haas**  
IMPACT  
CONSULTANT

# Capture Reflection

# ACT Cycle: Capture Phase



## Key Components & Purpose:

- Measurement Plan Template
- Developing measurement tools

# Activity | Reactions!

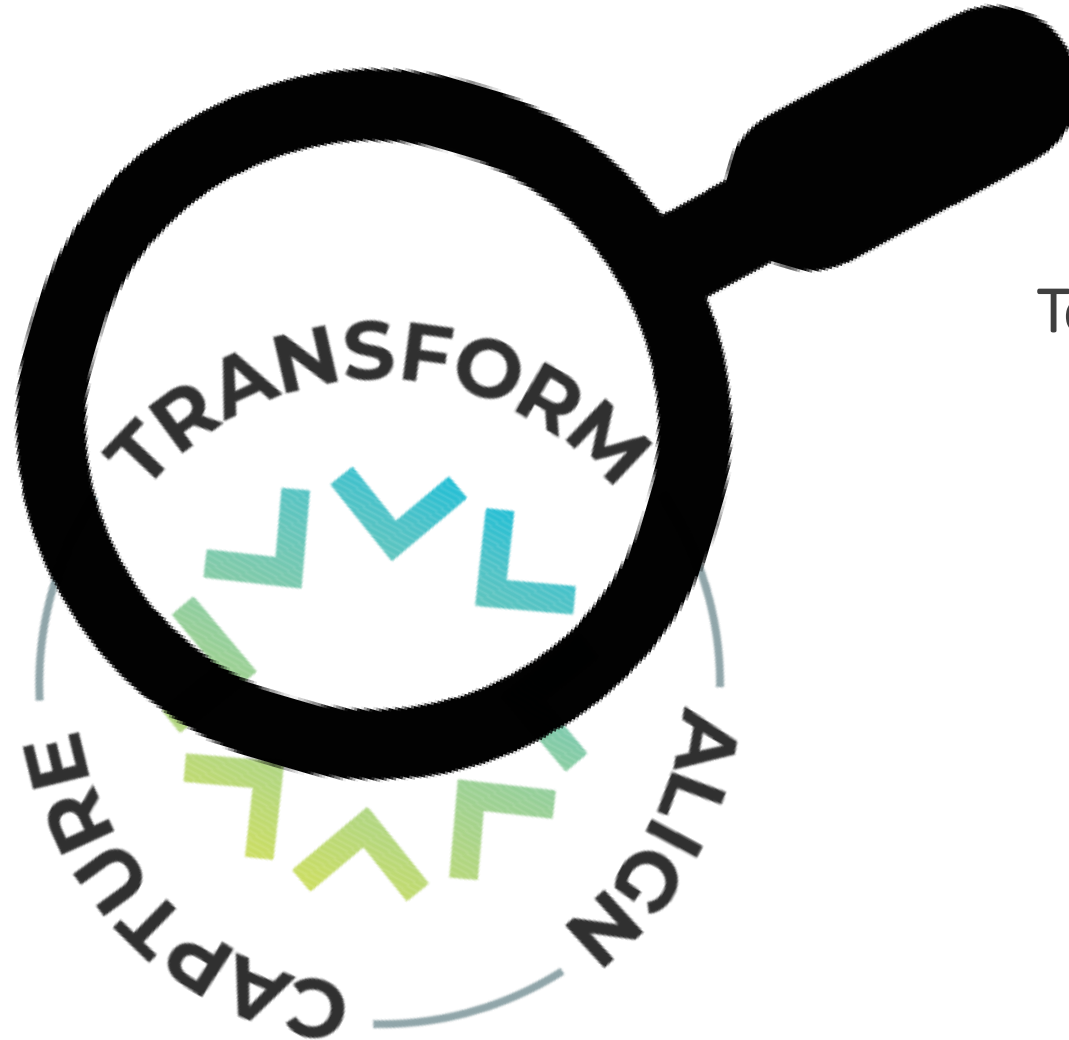
- ResultsLab will read a statement.
- If that statement is TRUE for you, use any reaction in Zoom or pop an emoji in the chat.
- If it is not true for you, feel free to enquire about others reacting through the chat!
- Do this after every sentence!



# ACT Learning Series



# ACT Cycle: Transform Phase



## Today's Goals

- Introduce the Reporting Framework
- Practice inputting data into the reporting framework
- Introduce the one-pager template & dashboard

# Icebreaker

**REFLECT:** Think about a data collection method that you use in your everyday life.

*Examples could include a daily journal or a water tracking app.*

**SHARE:** In breakout rooms, share your data collection method AND how you use that data.



# Reporting Framework Overview

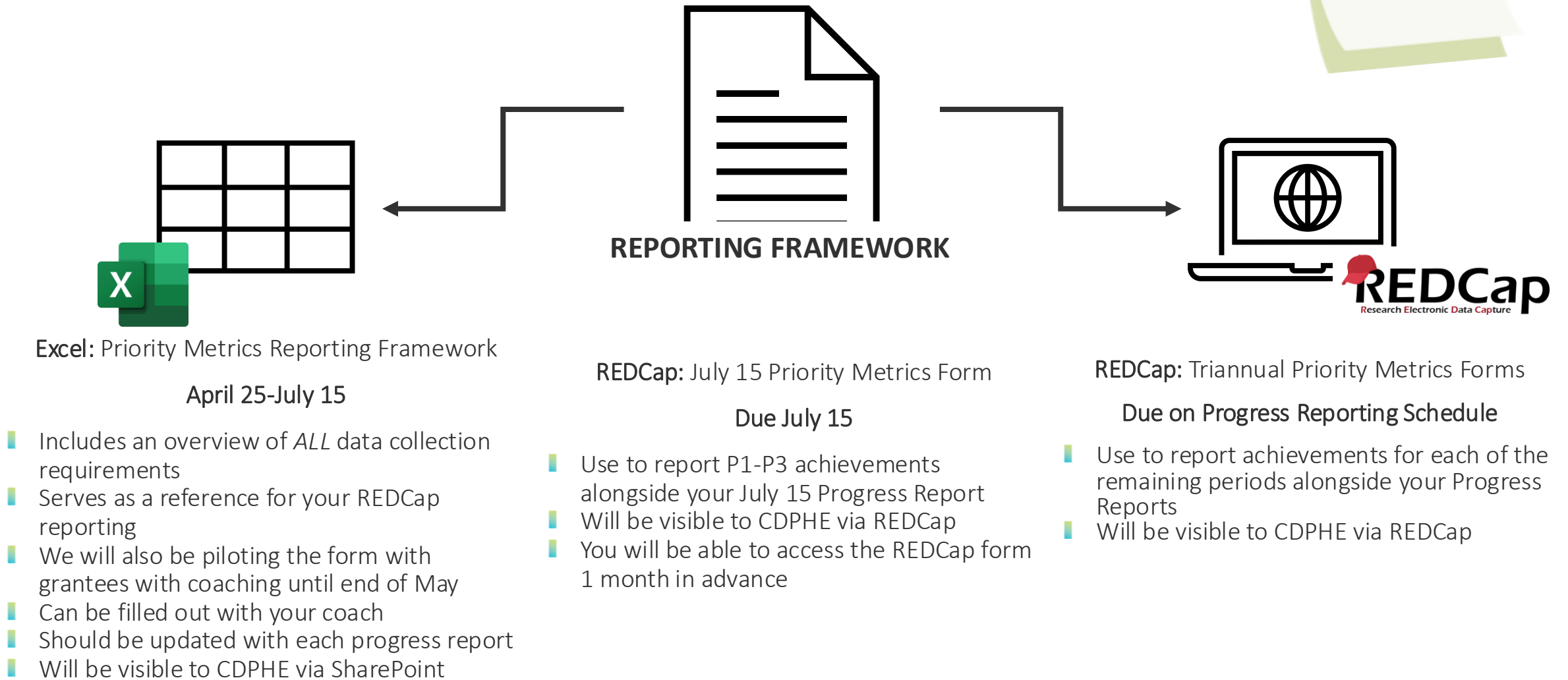
# What is the reporting framework?



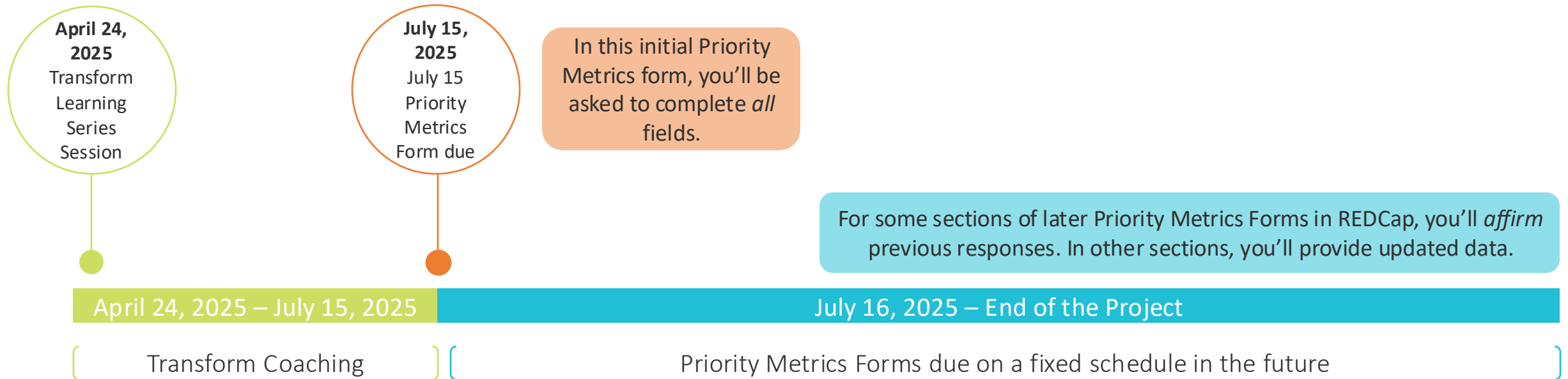
The **reporting framework** is a tool that will help you complete progress reports for CDPHE through REDCap. It will prepare you by ensuring you have all information you need when you open the progress report. Beyond its application to your evaluation, the reporting framework is also a critical tool for ensuring that the templates culminate in an impact story for stakeholders like CDPHE, the Board of Health, and the Health Equity Commission.

You will complete the reporting framework to share project reach, activities, outputs, and outcomes – this will help ResultsLab & CDPHE aggregate diverse projects and achievements.

# Reporting Framework Overview



# Reporting Framework Timeline



- Opportunity to review the Excel Priority Metrics Reporting Framework with your coach
- Grantees without coaching can still opt in to coaching, or request additional resources for support
- GOAL: All grantees understand their reporting requirements and feel more prepared to collect and report data
- Grantees will use the Priority Metrics Forms in REDCap to share cumulative achievements every reporting period.
- Grantees will complete the reporting framework alongside each Priority Metrics Form submission – coaches can support you and do some quality assurance on the back end!
- GOAL: Aggregate data from all grantees to show progress and achievements for the entire grant.

# Reporting Framework Preview

PROJECT OVERVIEW: KEY PROJECT DATA		
Completed with each Priority Metrics Form		
Please select your <b>Funding Cycle, Organization Name, and Reporting Period.</b>		
Funding Source		Select
Grantee Name		Select
Reporting Period	Period 1 - 3: July 1, 2024 - June 30 2025	
PROJECT OVERVIEW: POLICY AND SYSTEMS CHANGE APPROACH AND CONTEXT		
Completed by July 2025, affirmed in following Priority Metrics Forms starting with Reporting Period 4		
Indicate the <b>field of the service delivery system in which your intervention operates.</b> <i>Select all that apply.</i>		Explain Your Selection: What will you or have you done in your intervention that can speak to your selection?
<i>For example, if your project falls under the health field and includes a patient health education component, you should select Health only. However, if your project is in the health field but specifically serves seniors, you should select both Health and Aging &amp; Elder Services.</i>		
Before answering, click here to review our definition of <a href="#">Human Service Delivery Systems</a>		
Community Development: Local governance, public spaces, and community organizing.	<input type="checkbox"/>	
Social Services: support for people experiencing poverty or crisis.	<input type="checkbox"/>	
Economic Development: Workforce development, financial empowerment, entrepreneurship, and economic equity.	<input type="checkbox"/>	
Education: Early childhood education, K-12, higher education, and adult learning.	<input type="checkbox"/>	
Environmental Health and Sustainability: targeting air, water, and soil pollution to reduce environmental risks and promote sustainability.	<input type="checkbox"/>	
Food Systems: Food security, agriculture, and nutrition.	<input type="checkbox"/>	
Health and Healthcare: Public health, mental health, healthcare access, and wellness.	<input type="checkbox"/>	
Housing and Urban Planning: Affordable housing, homelessness prevention, and land use planning.	<input type="checkbox"/>	
Social Justice: Civil rights, criminal justice reform, and advocacy for marginalized populations.	<input type="checkbox"/>	
Technology and Innovation: Digital access, technology equity, and innovation ecosystems.	<input type="checkbox"/>	
Transportation: Public transit, infrastructure, and accessibility.	<input type="checkbox"/>	
If Other, Please specify: _____	<input type="checkbox"/>	



# Reporting Framework

IMPACT MAPPING					
Who: Partners		Who: Priority Populations			
Activities What activities will we perform to produce services, products, or resources to promote change?	Change What changes will we achieve? Will they be short-term (ST) or long-term (LT)? How will those changes impact a specific SDOH domain?				
	Community Engagement	Capacity Building	Policy & Systems Change	Social Determinants of Health	Health Outcomes and Health Equity

PROGRAM MODEL					
Activities (From Impact Mapping) What activities will you perform to produce services, products, or resources to promote change?	Who Who is eligible (direct services) or who are you trying to influence or change (indirect services)?	Content What do your services include?	Quality <sup>a</sup> What is the intended quality of your outputs?	Quantity How much of your service will you provide (dosage) & for how long (duration)?	Changes (Copy from your Impact Mapping Outcomes) What will your activity achieve in the short-term?

MEASUREMENT PLAN				
Evaluation Questions	Metrics What data will you collect to demonstrate change?		Data Collection Methods What method will you use to gather information to count as evidence?	Tool Name & New Versus Existing Is this a tool that you would need to create, or does it already exist? You will include your tools (images or exact copy) in your RedCap submission.
CDPHE Evaluation Questions	CDPHE Priority Metric	Grantee Metric		
	Who: Who did you reach/serve? Who did you partner with?			
What priority populations did HDCGP reach/serve?	# of CDPHE priority populations directly served/reached by your project, categorized by CDPHE priority population groups, tracked over time			
Who are the grantees partnering with?	# of CDPHE priority populations indirectly reached (estimate) # of individuals partnering with your project, by partners categories, tracked over time			
	Implementation: What and how many services, products, or resources have we developed?			
How are these partnerships contributing to achieving outcomes? & What did HDCGP grantees do to promote change?	Type of activities performed, tracked over time # and type of outputs produced by your project by type of activity, tracked over time			
	Outcomes: What changes did we achieve? What did we learn?			
What policy and system changes related to SDOH, health equity, and outcomes have grantees achieved?	# and type of Policy and Systems changes Intended by activity, tracked over time # and type of Policy and Systems changes achieved, tracked over time			
What improvements in SDOH, health equity, and health outcomes have grantees achieved?	Type and extent of documented SDOH improvements by HP 2023 Domains, tracked over time Type and extent of documented improvements in Health Outcomes Type and extent of documented improvements in Health Equity			

The Reporting Framework is the culmination of the Align and Capture templates:

- It draws upon the Partners, Priority Populations, Activities, and Changes of the Impact Mapping Template.
- It pulls from the Who, Content, and Quantity sections of the Program Model.
- It comes to life with grantee metrics and data collection methods outlined in your Measurement Plan.



# Reporting Framework Sections



Impact Mapping Template



Program Model Template



Measurement Plan Template

# Reporting Framework Questions


- In each section of the reporting framework, we'll ask you to:
  - Answer questions or prompts (using checkboxes or dropdown menus)
  - Explain your selection: Provide text explanations that provide more detail about your question or prompt response
- For some sections, we'll also ask you to specify:
  - Your data collection method
  - Your tool name (provide a link, if possible)
  - Specific question or indicator used to collect data (if applicable)
  - Data collection start date or anticipated start date
- For progress reports in Year 2 and beyond, we'll ask you if you used the same measuring approach as you did in the previous period.
  - You can use a checkbox to indicate Yes or No (if you select No, you can update your responses)

As you complete the Reporting Framework, have the following resources on hand:

- Impact Mapping template
- Program Model template
- Measurement Plan template
- Any data collection tools you'll be using to report data for the project

# Reporting Framework Definitions Table

- The Excel Priority Metrics Reporting Framework includes a **Definitions Table**.
- Find the definition of key terms by:
  - Navigating to the question number in the Question column
  - Reviewing the Key Categories
  - Viewing the Definition
- Tools and resources can also be found on the [Impact Collective website](#)!

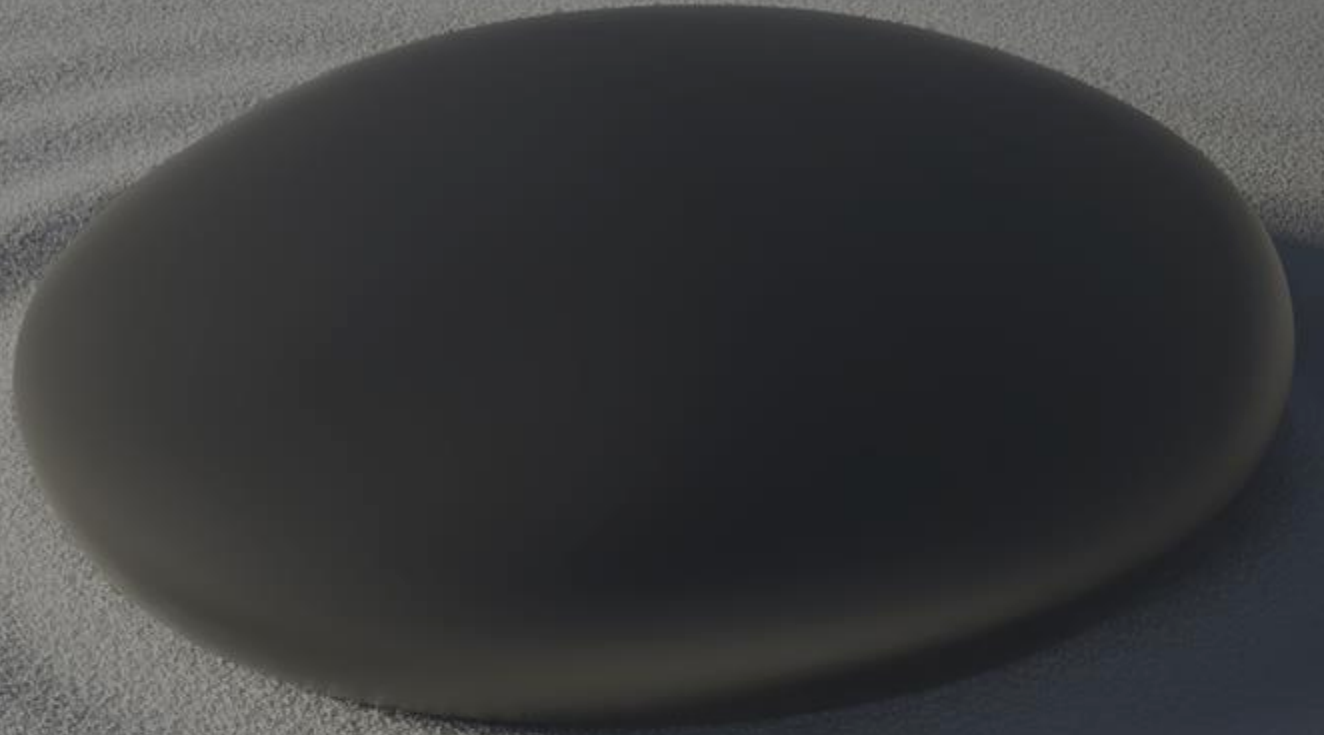


Coaches can also help explain how terms are being used in this evaluation context!

# Reporting Framework Deep Dive

Live Demo of the Excel Reporting Framework

Break





# Breakout Rooms Activity

# Practicing Your Reporting Framework

## Breakout Rooms with Coaches

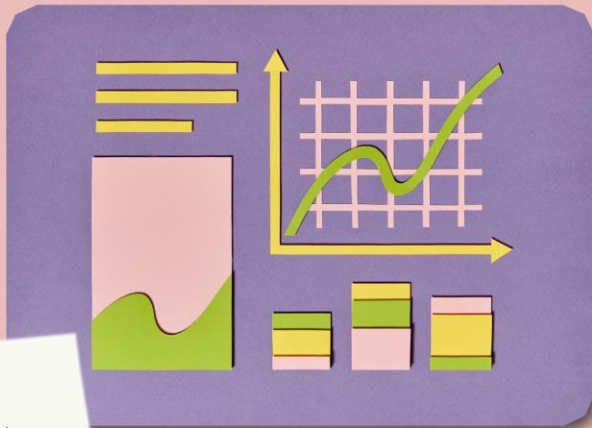
- In your breakout rooms with coaches, select an area of the framework to walk through together.
- Select a volunteer from the group.
  - Fill out an area of the framework using the volunteer's project as an example.
  - If you are not able to fully complete the area, that's okay! Discuss any questions you have and where data might come from.



# Preview of Other Reporting Tools



# Dashboard

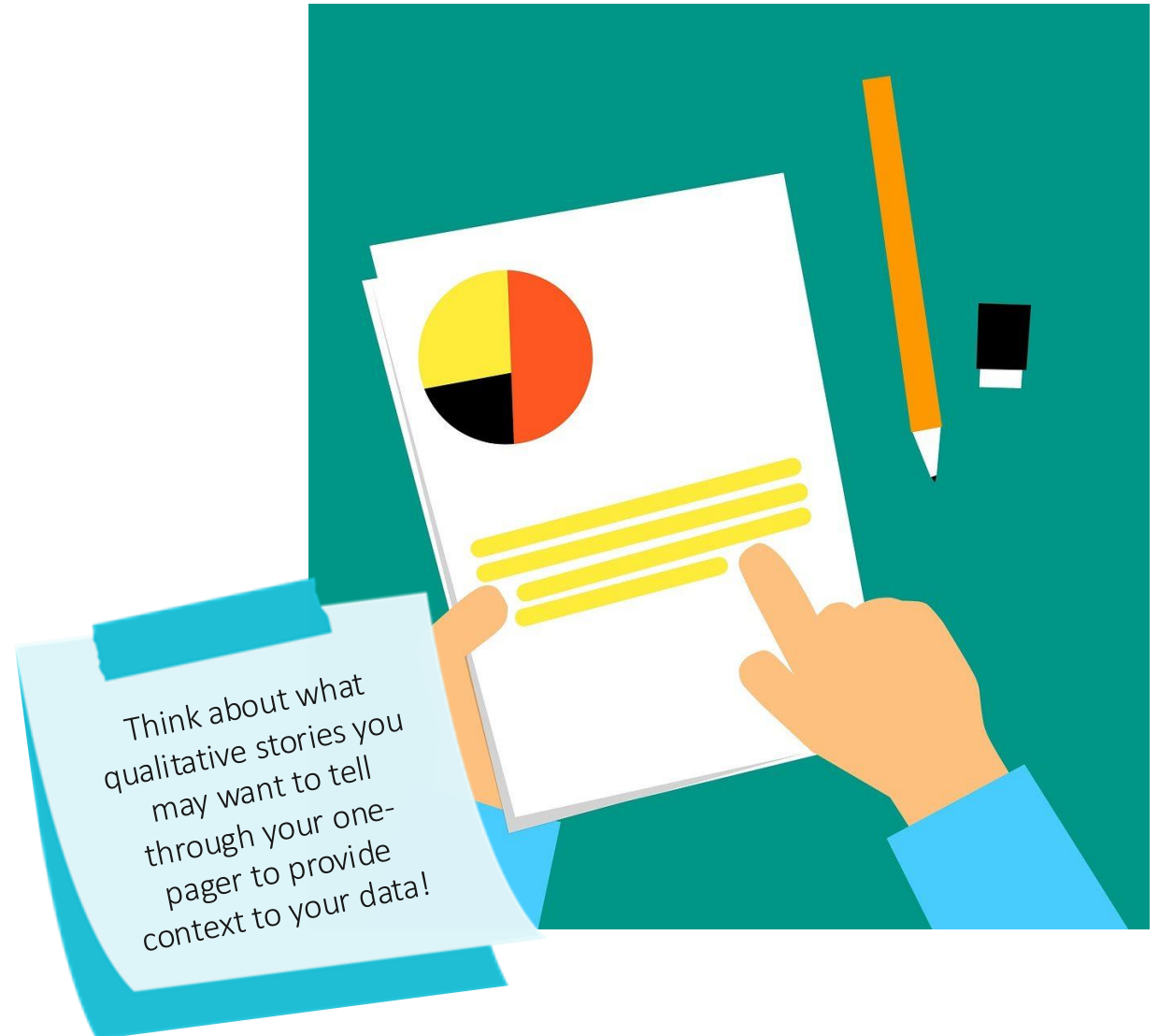


ResultsLab will use the Reporting Framework to create individual grantee dashboards and an overall SB-181 dashboard!

- **COMING SOON:** Each grantee will have a **custom dashboard** available to them in REDCap.
- Each grantee's dashboard will automatically pull data from their Reporting Framework to create visuals of their progress.
- Grantees can use the data from their dashboards to populate their one-pagers and report out on progress for other audiences (i.e., board members, community, etc.)

# One-Pager

- **COMING SOON:** The **One-Pager** is a reporting template that grantees will complete to share out their progress in an easy to process way.
- The One-Pager will include data from the Reporting Framework as well as custom visualizations and qualitative stories about your project.
- Grantees will be able to customize their One-Pager to fit the needs of their project while maintaining cohesive branding and a clear flow of information.



# Reflection & Closing

1



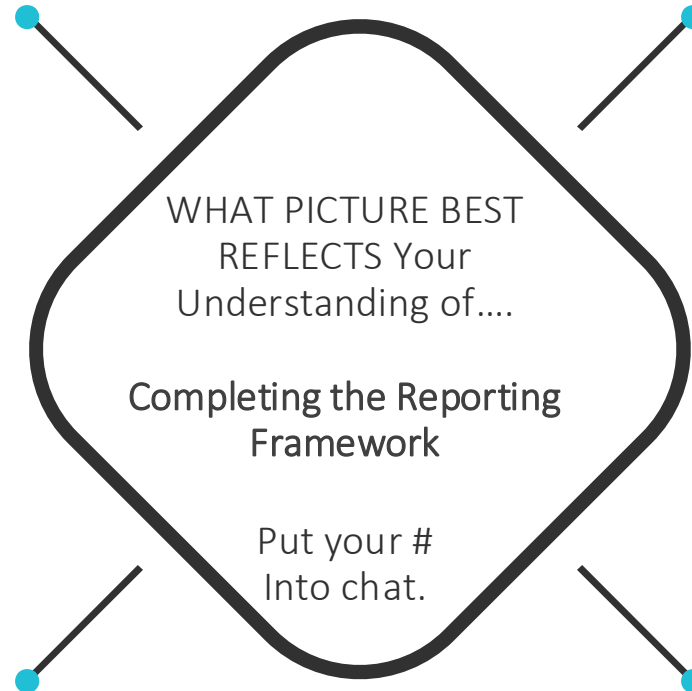
2



3



4



# Coaching Support

Up to 12 hours of support!

- Coaching Support for Transform could look like:
  - Collaboratively complete your first reporting framework
  - Provide thought partnership on new or revised tools to collect data



**Existing Coaching:** An email will be sent out by coaches to continue your coaching sessions. Please let them know if you wish to opt out.



**Want to sign up for Coaching for the first time?** We will send instructions following this session on how to do so.

# If you only remember 2 things today...

1

**Read instructions carefully.** *The Reporting Framework is a detailed tool – make sure to review each section and its expectations and discuss any questions with your coach.*

2

**Coaching can help!** *ResultsLab Coaches designed these templates in partnership with HDCGP Evaluation stakeholder feedback. You have support!*

# Next Steps

- You will receive an email that includes:
  - A high-level summary of today's learning session and to-dos
  - Instructions for setting up your next coaching session
  - Today's session deck and additional resources
  - [Post-Capture Milestone Check Survey](#): This helps us improve where we can to better support you! **Complete by April 24!**
- We'll see you at the conference! (May 15-May 16)
  - Open office hours
  - Evaluation-focused sessions
  - More to come!
- Your Excel: Priority Metrics Reporting Framework will be due through RedCap **on July 15, 2025.**
- Your first Priority Metrics Form through RedCap will be due **July 15, 2025**

# Questions?





# Thank you! Reach out anytime

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