

Developing a Monitoring and Improvement Plan (MIP): Overview of Guidance and Insights from Fellow Grantees

TPP Tier 1 Evaluation TA Team, Mathematica
January 30, 2024



OASH

Office of
Population Affairs

Agenda

- Overview of MIP guidance
- Insights from fellow grantees
- Q & A



MIP guidance available on Connect

My Project

- Announcements ▾
- Guidance**
- My Info ▾
- My Planning Period Checklist
- My Technical Reviews ▾
- My Documents ▾

Leave Connect

- Tier 1 Listserv
- Training Center
- GrantSolutions
- Performance Measures
- Payment Management
- OPA Website

TPP23 Tier 1

= Guidance Available

= Guidance Coming Soon

	NOW
PROGRAM REPORTING	<ul style="list-style-type: none"> Performance Measures OMB Approved (updated November 2023) Performance Measures Supporting Guidance Semiannual Progress Report
PROJECT MANAGEMENT	<ul style="list-style-type: none"> Planning Period Checklist Expectations EBP Approval (updated Oct 2023) Materials Review Implementation Plan Monitor & Improve
GRANTS & FINANCIAL MANAGEMENT	<ul style="list-style-type: none"> Grants Management Overview Performance Progress Report Module (PPR) User Guide

What is the MIP?

- A plan that outlines how grantees will monitor progress on meeting approved project goals and objectives throughout the project
- MIP should be continuously reviewed and updated as needed



MIP Expectations

- Ensure programs and services are high quality, the best fit for communities and populations served, and support equitable outcomes
- Conduct continuous quality improvement (CQI)
- Collect and report performance measures and other data
- Inform professional development and capacity building
- Use a collaborative approach to make data-informed decisions
- Take a holistic approach to service delivery, beyond EBPs



Five components of the MIP

1. Monitoring and improvement team overview
2. Monitoring and improvement goals
3. Data sources and collection methods
4. Analysis and CQI plan
5. Dissemination



Monitoring and improvement team



- Describe members
- Meeting frequency (at minimum, quarterly)
- Plans to determine data, methods, process to collect as well as translation of data to improve the project

Monitoring and improvement goals



1. Programs and services offered are equitable, accessible, of the highest quality, and the best fit for the communities and populations served
2. Youth, parents/caregivers, and the community are meaningfully engaged throughout the project
3. The project approach is increasing awareness of, access to, and utilization of adolescent-friendly supportive services.
4. Components of the project, including programming, are implemented in an equitable, safe, supportive, and inclusive environment
5. EBPs are implemented to scale with quality and fidelity

Data sources and collection methods

- Performance measure data (semi-annually)
- Fidelity monitoring data
 - Attendance and demographic data
 - Facilitator self-assessment or fidelity monitoring log
 - Information on planned and unplanned adaptations
- Observation data
 - 5% of all EBP sessions
 - 100% of all EBP facilitators
- Other data



Analysis and CQI plan

- How the team plans to regularly review data to:
 - Improve quality and fidelity
 - Provide feedback to staff and partners
 - Make decisions about the project, including how to:
 - ✓ Adjust project activities
 - ✓ Execute professional development plans
 - ✓ Build capacity of staff and partners
 - ✓ Track improvement efforts
 - ✓ Monitor improvement efforts



Dissemination



- How key findings and lessons learned will be shared with:
 - Project staff
 - Partners
 - Youth
 - Other key stakeholders
 - Community
- Dissemination timeline

MIP template

Monitoring and improvement goals, data sources and data collection methods

1. **Table 2** outlines the relationship between your organization's monitoring and improvement goals, benchmarks, and proposed data sources. You can complete the table as follows:
 - a. **Goals.** The goals that are pre-populated in the table are those that are required per the NOFO. You can modify or tailor the goals as needed or add new goals to the list in additional rows.
 - b. **Benchmarks.** Below each goal list the relevant benchmark(s) your organization will use to monitor progress toward that goal.
 - c. **Data sources.** List all the data sources your organization plans to use to monitor and improve your Tier 1 project in a separate column.
 - d. **Crosswalk benchmarks and data sources.** In each benchmark row check off the data source(s) that you will use to collect data for that specific benchmark.

Table 2. Goals, benchmarks, and data sources

Goals and benchmarks	Data sources				
	Example: Youth focus group	Data source 1	Data source 2	Data source 3	Data source 4
Goal 1: Programs and services offered are equitable, accessible, and of the highest quality and best fit for the community(ies) and population(s) served.					
<i>Example benchmark: The needs assessment is updated annually to identify gaps in community services</i>	X		X		X
Benchmark 1					
Benchmark 2					
Goal 2: Youth, parents/caregivers, and the community are meaningfully engaged throughout the project.					
Benchmark 1					
Benchmark 2					
Goal 3: Project approach is increasing awareness of, access to, and utilization of adolescent-friendly supportive services.					

Insights from fellow grantees

- Utah State University
- Maryland Department of Health
- Mission West Virginia



Utah State University

Monitoring and improvement team:

- J. Scott Crapo
- Kay Bradford



Principles and Practices

Used by USU to develop their MIP

Plan

Reuse

Record

Plan

- Identify ***needs*** and ***requirements***
- Needs:
 - What your organization wants to know
 - Information you need to improve
- Requirements
 - What OPA requires you to monitor and report
 - May overlap

Reuse

- Use what you have
 - Tools
 - Resources
 - Processes
 - Partners
- Don't create new
 - Unless needed
 - If needed, maximize utility

Record

- Not data unless:
 - Systematic
 - Recorded
 - Organized
- Only get needed data
 - Reportable
 - Useable

Maryland Department of Health

Monitoring and improvement team:

- Annie Smith
- Montrell Vass
- Beth Marshall



Mission West Virginia

- Jill Gwilt, THINK Director





OASH

Office of
Population Affairs

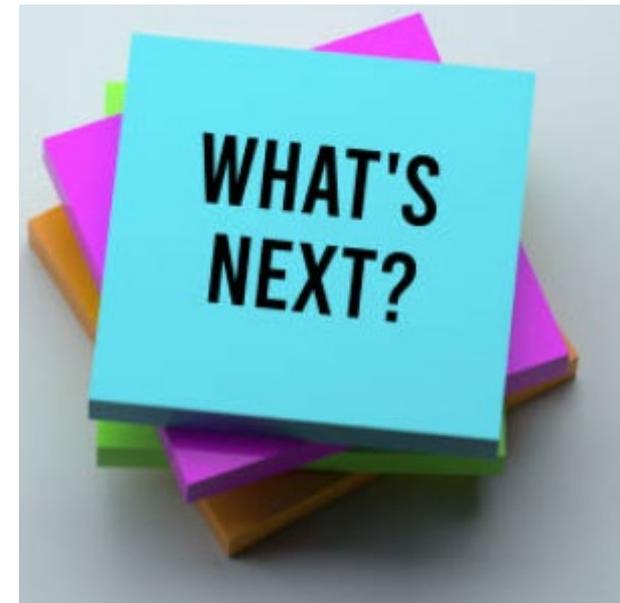
Questions?

Resources

- MIP Guidance and template (on Connect.gov)
- Formative evaluation and CQI
 - [Formative Evaluation Toolkit](#)
 - [Formative Evaluation Tip Sheet](#)
 - [IRB Tip Sheet](#)
 - [Repository of TPP Survey Outcomes](#)
 - **CQI TA series ([Part 1](#), [Part 2](#), [Part 3](#))**
- Fidelity
 - [Introduction to Fidelity eLearning Course](#)
 - [Maintaining and Monitoring Fidelity for TPP Programs](#)
 - [Fidelity Monitoring Tip Sheet](#)
- Observations
 - [Program Observation Form for TPP Program Grantees Job Aid](#)
 - [Using Observation to Enhance TPP Programs Tip Sheet](#)

Next steps

- MIP due **February 29** via Connect.gov
- For questions reach out to:
 - OPA Project Officer
 - Mathematica Eval TA Team (cc PO)
(TPPEvalTA@Mathematica.org)





OASH

Office of
Population Affairs

Thank you!
