

**FOR PLANNING PURPOSES ONLY
REPORT COMPLETED IN FIMS**

CPIP Year End Report Siim ohksin: Wahkotiwin Programs

Organization Name:
Program Name:
Reporting Period: January 1, 2020 to December 31, 2020
Crime Prevention Level
1. Crime Prevention Level: <i>(Should match current Theory of Change.)</i> ____ Early Identification ____ Prevention of Re-offending ____ Siim ohksin: Wahkotiwin
Program Activities
2. Describe program activities implemented in this time period. This should match the 'strategy' section of current Theory of Change. If actual program activities are different than planned activities as described in the Theory of Change, explain why. _____ _____ _____
Clients, Contacts, Volunteers, Volunteer Hours
3. Report the number of unique individual clients or participants over the past year where a client file was opened. _____ (number) •Individuals should only be counted once per program. •Do not include 'contacts' because they are counted separately
4. Please provide any available information the program collects on participant demographics (e.g. age, gender, ethnicity, Cultural group (for example, Metis, Siksika etc.) _____ _____ _____
5. Program recruitment and completion information: Number of individual clients/participants who began the program in this time period: _____ Number of individual clients/participants who completed the program in this time period: _____ Percentage of individual clients/participants who complete the program [<u>calculated by FIMS</u>] If you have additional information on program recruitment and completion, share it here: _____ _____ _____
6. If the program is experiencing challenges with recruitment and retention, describe efforts to address them. If the program is not experiencing challenges with recruitment and retention, write "not applicable". _____ _____ _____

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7. Report the number of contacts. A contact is a service where no client file is opened. It includes but is not limited to: telephone inquiries, drop-ins, one-time assistance with forms or referrals, participation in one-time information or education sessions, participation in community events, etc.

_____ (number)

- Do not include the number of times a worker meets with a client from the 'individual clients/participants served' category.
- Do not include the number of web hits received.
- Do not include the number of newsletters or brochures distributed.

8. Comments regarding number of contacts.

9. Indicate the number of volunteers that provided support that directly benefited your program (e.g., volunteers who provide administrative support, direct program support, governance, fundraising, etc.).

_____ (number)

- Volunteers should be counted only once.
- If volunteers provide support that directly benefits more than one CPIP-funded program, please count them in only one of the program's Year End Reports.

10. Comments regarding number of volunteers.

11. Report the total number of hours that all of your volunteers have worked to support your program during this 12-month reporting period.

_____ (number)

12. Comments regarding number of volunteer hours.

Continuous Improvement

13. Drawing on formal and informal data/information collected, what is working well with the program and why? How will the program sustain these successes?

14. Drawing on formal and informal data/information collected, what isn't working well with the program and why? How will these challenges be addressed going forward?

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15. If there have been any contextual changes to the program, for instance in program goals, population served, activities, please describe them here.

16. To aid CPIP in its own continuous improvement efforts, please provide feedback on ways in which this reporting process could be improved.

Additional Comments

17. If there is anything else you would like to tell us, please do so here.

SAMPLE