

HCCC Interim Report Template

***The following series of questions intends to capture the impact of your Challenge Project on your community during the final reporting period, with an added section about your evaluation results over the life of the grant.***

*The stories and data you share should reflect those that are meaningful to you and useful in your community, and that will help paint a bigger picture of what is happening across our Challenge communities to date. Responses to these questions should be thorough yet concise.*

*The Challenge team will use the data provided to bring national attention to the impacts of the Challenge and the participating teams through the final story map we will launch in December.* ***Please keep in mind that all responses may be used in communications materials, and let the Challenge team know if there is specific information you would prefer not be shared.***

NOTE: We suggest drafting your responses in this document and gathering all necessary information from your partners before beginning the submission form, which will be sent via email. Google Forms now allows you to input information and save it for later if you can’t finish the submission in one sitting. Long answer text responses have a generous per question limit of 4,000 characters, while short answer text responses are meant to be short phrases or a couple of sentences at most. However, we encourage you to remain brief in all responses, as Google Forms has an automatic character limit of roughly 32,000 characters per form.

**Challenge Plan Updates**

Responses in this section are limited to 4000 characters each; however, we encourage brevity to avoid exceeding the overall form limit of roughly 32,000 characters.

**Question 1a.\***

*Upload the Evaluation Plan portion of your Challenge Plan (you may attach the entire Challenge Plan document), with new columns added with the titles “Baseline Measure” and “Final Measure.” Please include baseline (if applicable) and final metrics for each benchmark included in the latest version of your Challenge Plan to demonstrate achievement of Challenge Plan goals.*

*Please also upload your Final HCCC Budget Report using the template provided.*

[Click to upload]

**Question 1b.\***

* If you met the benchmark measures established in your evaluation plan, to what do you attribute this success?
* If you did not meet one or more benchmarks, please describe what hindered your success on those particular measures.
* If there is missing data in your benchmarks table, please provide an explanation of what prevented you from obtaining this data.

**Question 1c.\***

Please upload as attachments any supporting documents that demonstrate your success in meeting the goals outlined in your Challenge plan.

This may include concrete products developed using Challenge funds or technical assistance resources such as toolkits or other resources, policy documents, presentations or reports, etc.

**Question 1d.\***

Please describe how the attachments connect to your Challenge goals.

**Question 1e.**\*

Briefly describe progress on the implementation of your Challenge Plan during the final reporting period, including key milestones met.

[Open-ended response - 4,000 character limit]

**Question 1f.\***

* In hindsight, what do you wish you had known to support the implementation and/or evaluation of your project?
* Please be specific in describing what you’ve learned and how you might use this knowledge in the future.

[Open-ended response - 4,000 character limit]

**Capturing Incremental Change**

*In this section, please document how your participation in the Challenge has influenced your community* ***during the final reporting period****. When possible, provide quantitative information to support your narrative, such as reach or impact, if it is not captured in the Common Measures section.*

*Note:* ***You are required to submit a response under at least one of the categories below to highlight the most significant changes observed during this reporting period.*** *The Challenge team recognizes that not all categories will apply to all projects.*

*Please respond to all sub-questions within the selected categories. There is a 4000 character limit for the first sub-question. However, we encourage you to remain brief in your responses. The remaining sub-questions can be answered in a couple of sentences or less.*

**Question 2a.** Policies and Practices

* What changes has your Challenge project team seen in **policies and practices[[1]](#footnote-1)** within your community or project team?

[Brief open-ended response - 4,000 character limit]

* Who were the lead actors in carrying out this change?

[Brief open-ended response]

* What did they do to create the change?

[Brief open-ended response]

* Why is this change significant?

[Brief open-ended response]

* How do you think your project team’s participation in the Challenge (funding, peer learning, coaching, communications, etc.) contributed to the observed change?

[Brief open-ended response]

**Question 2b.** Resource Flows

* What changes has your Challenge project team seen in **resource flows[[2]](#footnote-2)** within your community or project team?

[Brief open-ended response - 4,000 character limit]

* Who were the lead actors in carrying out this change?

[Brief open-ended response]

* What did they do to create the change?

[Brief open-ended response]

* Why is this change significant?

[Brief open-ended response]

* How do you think your project team’s participation in the Challenge (funding, peer learning, coaching, communications, etc.) contributed to the observed change?

[Brief open-ended response]

**Question 2c.** Relationships, Connections and Power Dynamics 

* What changes has your Challenge project team seen in **relationships, connections and power dynamics[[3]](#footnote-3)** within your community or project team?

[Brief open-ended response - 4,000 character limit]

* Who were the lead actors in carrying out this change?

[Brief open-ended response]

* What did they do to create the change?

[Brief open-ended response]

* Why is this change significant?

[Brief open-ended response]

* How do you think your project team’s participation in the Challenge (funding, peer learning, coaching, communications, etc.) contributed to the observed change?

[Brief open-ended response]

**Question 2d.** Mental Models

* What changes has your Challenge project team seen in **mental models[[4]](#footnote-4)** within your community or project team?

[Brief open-ended response - 4,000 character limit]

* Who were the lead actors in carrying out this change?

[Brief open-ended response]

* What did they do to create the change?

[Brief open-ended response]

* Why is this change significant?

[Brief open-ended response]

* How do you think your project team’s participation in the Challenge (funding, peer learning, coaching, communications, etc.) contributed to the observed change?

[Brief open-ended response]

**Question 2e.** Other changes

*Please report any other significant changes impacted by the Challenge that do not fit within a prior category here.*

* What other changes has your Challenge project team seen within your community or project team?

[Brief open-ended response - 4,000 character limit]

* Who were the lead actors in carrying out this change?

[Brief open-ended response]

* What did they do to create the change?

[Brief open-ended response]

* Why is this change significant?

[Brief open-ended response]

* How do you think your project team’s participation in the Challenge (funding, peer learning, coaching, communications, etc.) contributed to the observed change?

[Brief open-ended response]

**Common Measures**

When selecting where to report your data, please reference the indicator definitions, and reach out to your liaison if you are unsure of the best fit. In the event that data for the same activity fits under both the food access and health services domains, please choose which domain is the best fit and report the data only once.

**Question 3a. Food Access Domain**

Please provide data on the food access indicators listed below. All answers must be numerical. **Counts should reflect work directly influenced by your team’s participation in the Challenge since January 1, 2022** (whether through direct funding or technical assistance and resources).

Please submit numbers informed by data, rather than estimates. If you do not have access to the required information to accurately report on a specific indicator, please leave the response field blank.

If you have not yet implemented activities related to a required indicator, please enter a response of “0.”

For each indicator reported on, please provide a brief description of who or what the number represents.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **FA\_Indicator** | **Definition** | **How to Calculate** | **Value** | **Activities and/or Participants** |
| Share Leadership and Power | FA.SLP.1 - # of community convenings or meetings related to access to foods that support healthy eating patterns\* | Challenge project teams are engaging with individuals in their communities in many formats, both in-person and virtual. Examples include town halls, board meetings, focus groups and data mapping sessions. | Sum of all community convenings or meetings held during the 6 month reporting period related to access to foods that support healthy eating patterns. | [numerical value] | [Brief open-ended response] |
| Share Leadership and Power | FA.SLP.2 - # of individuals that attended community convenings or meetings related to access to foods that support healthy eating patterns\* | **This indicator includes any individuals attending a meeting that are not part of the Challenge lead organization’s staff or core project team partners.** | Sum of all individuals that attended community convenings or meetings reported under FA.SLP.1. When possible, please avoid counting the same individual twice. For example, if your team hosts 3 meetings and the same individual attends all 3, they would be counted as 1 individual, not 3. | [numerical value] | [Brief open-ended response] |
| Share Leadership and Power | FA.SLP.3 - # of partner organizations convened or engaged by the lead partner to promote access to foods that support healthy eating patterns\* | The lead organization of each Challenge team is partnering with a number of other organizations (government, nonprofit, business, faith-based, etc.) to advance the work of their Challenge project. Some of these partners may be part of a core steering committee, while others may be key influencers in the community who are less involved in the day-to-day operations of the project. This indicator refers to the number of organizations that have attended meetings or been engaged through other communications efforts related to the Challenge. In some  cases, this may include individuals (e.g. city mayor or other public official). | Sum of all organizations convened or engaged by the lead partner to promote access to foods that support healthy eating patterns. Each organization should be counted only once. **This number does not include the lead partner.** | [numerical value] | [Brief open-ended response] |

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| **Category** | **FA\_Indicator** | **Definition** | **How to Calculate** | **Value** | **Activities and/or Participants** |
| Change Systems and Policies | FA.CSP.1 - # of individuals engaged in training or capacity-building to address inequities in the food system | Some Challenge teams are developing training programs designed to support either staff or other individuals in building skills and knowledge to address inequities in the food system. Examples include community health worker training, resident leadership programs, and youth advocacy education. | Sum of all individuals engaged in training or capacity-building activities. When possible, please avoid counting the same individual twice. For example, if a training program has 10 sessions and an individual attends 8 out of 10 sessions, they should be counted as 1, not 8.  Please do not include attendees of the Challenge Peer Learning Network sessions. | [numerical value] | [Brief open-ended response] |
| Change Systems and Policies | FA.CSP.2 - # of organizational policies or procedures adopted or modified to promote access to foods that support healthy eating patterns | Challenge project teams are examining organizational practices both within lead organizations as well as within partner organizations. This indicator captures new policies and procedures that have been fully developed and adopted or modifications to existing policies. Examples include formal written diversity, equity and inclusion policies, and informal guidelines, procedures or practices related to community engagement, such as budgeting for community compensation. | Sum of all organizational policies or practices that have been adopted or modified to promote access to foods that support healthy eating patterns. | [numerical value] | [Brief open-ended response] |
| Change Systems and Policies | FA.CSP.3 - # of local public policies enacted or modified to promote access to foods that support healthy eating patterns | Challenge project teams are working across partners to promote changes to legislative or regulatory policies at the city and county level. Examples include legislation passed or regulatory mandates resulting from advocacy efforts, policy briefings or other activities linked to the Challenge. | Sum of all local public policies enacted or modified. | [numerical value] | [Brief open-ended response] |
| Change Systems and Policies | FA.CSP.4 - # of new food access points | Some Challenge project teams are introducing new food access points in their community. Examples include building a new food pantry, establishing a new community hub for meal distribution or adding mobile market stops. | Sum of all new food access points in the community | [numerical value] | [Brief open-ended response] |

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| **Category** | **FA\_Indicator** | **Definition** | **How to Calculate** | **Value** | **Activities and/or Participants** |
| Provide Equitable Resources and Services | FA.ERS.1 - # of individuals reached through public communications that promote advocacy, transparency, awareness or knowledge of the food system | This indicator includes public communications such as news releases, web-based materials, social media, publications, policy briefs, pamphlets, flyers and presentations. This may also include web-based or paper surveys completed by individuals in the community. | Sum of all individuals reached through public communications about the food system related to the work of the Challenge. Reach = total number of individuals who see your content. When possible, please count each individual only once. Website reach = total number of page visits. Facebook reach = the organic and paid reach of your post. Twitter reach = impressions. Instagram = reach can be accessed from the "Activity Tab" of Instagram Insights. | [numerical value] | [Brief open-ended response] |
| Provide Equitable Resources and Services | FA.ERS.2 - # of individuals provided with foods that support healthy eating patterns | Challenge project teams are providing direct access to foods that support healthy eating patterns through a variety of services and venues. Food provision includes transactions, meals, boxes or other means of transferring foods that promote health. Examples include mobile markets, food pantries and school meal sites. | Sum of all individuals provided with foods that support healthy eating patterns. When possible, please count each individual served only once. For example, if you provide a weekly meal distribution, and the same family of 3 comes each week for 10 weeks, and the food provided is sufficient to meet the nutritional needs of all 3 members of the household, they should be counted as 3, not 30. If the food provided is for a household, but the number of individuals in a household is unknown, count each household as 1 individual. | [numerical value] | [Brief open-ended response] |
| Provide Equitable Resources and Services | FA.ERS.3 - # of individuals provided with nutrition education and support services | Challenge projects include a variety of activities that support individuals in increasing their access to healthy foods, without directly providing food. Examples include community navigators, referrals, screenings and nutrition education programs. | Sum of all individuals provided with nutrition education and support services. When possible, please count each individual only once. For example, if the same individual attends 3 separate educational workshops, they would count as 1, not 3. | [numerical value] | [Brief open-ended response] |
| Provide Equitable Resources and Services | FA.ERS.4 - # of volunteers who supported equitable provision of foods that support healthy eating patterns, nutrition education or other related resources and services | Challenge teams engage volunteers in a variety of activities that support individuals in increasing their access to healthy foods. Examples include unpaid food pantry workers and event volunteers. | Sum of all individuals who supported food distribution, nutrition education and support services. When possible, please count each individual only once. For example, if the same volunteer attends 3 separate events, they would count as 1, not 3. | [numerical value] | [Brief open-ended response] |

**Is there anything else you want us to know about the data reported under Food Access?**

[Open-ended response]

**Question 3b. Health Services Domain**

Please provide data on the health services indicators listed below. All answers must be numerical. Counts should reflect work directly influenced by your team’s participation in the Challenge since January 1, 2022 (whether through direct funding or technical assistance and resources).

Please submit numbers informed by data, rather than estimates. If you do not have access to the required information to accurately report on a specific indicator, please leave the response field blank.

If you have not yet implemented activities related to a required indicator, please enter a response of “0.”

For each indicator reported on, please provide a brief description of who or what the number represents.

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| **Category** | **FA\_Indicator** | **Definition** | **How to Calculate** | **Value** | **Activities and/or Participants** |
| Share Leadership and Power | HS.SLP.1 - # of community convenings or meetings related to access to health services\* | Challenge project teams are engaging with individuals in their communities in many formats, both in-person and virtual. Examples include town halls, board meetings, focus groups and data mapping sessions. | Sum of all community convenings or meetings held during the 6 month reporting period related to access to health services. | [numerical value] | [Brief open-ended response] |
| Share Leadership and Power | HS.SLP.2 - # of individuals that attended community convenings or meetings related to access to health services\* | **This indicator includes any individuals attending a meeting that are not part of the Challenge lead organization’s staff or core project team partners.** | Sum of all individuals that attended community convenings or meetings reported under HS.SLP.1. When possible, please avoid counting the same individual twice. For example, if your team hosts 3 meetings and the same individual attends all 3, they would be counted as 1 individual, not 3. | [numerical value] | [Brief open-ended response] |
| Share Leadership and Power | HS.SLP.3 - # of partner organizations convened or engaged by the lead partner to promote access to health services\* | The lead organization of each Challenge team is partnering with a number of other organizations (government, nonprofit, business, faith-based etc.) to advance the work of their Challenge project. Some of these partners may be part of a core steering committee, while others may be key influencers in the community who are less involved in the day-to-day operations of the project. This indicator refers to the number of organizations that have attended meetings or been engaged through other communications efforts related to the Challenge. In some cases, this may include individuals (e.g. city mayor or other public official). | Sum of all organizations convened or engaged by the lead partner to promote access to health services. Each organization should be counted only once. **This number does not include the lead partner.** | [numerical value] | [Brief open-ended response] |

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| **Category** | **FA\_Indicator** | **Definition** | **How to Calculate** | **Value** | **Activities and/or Participants** |
| Change Systems and Policies | HS.CSP.1 - # of individuals engaged in training or capacity-building to address inequities in the health system | Some Challenge teams are developing training programs designed to support either staff or other individuals in building skills and knowledge to address inequities in the health system. Examples include community health worker training, resident leadership programs, and youth advocacy education. | Sum of all individuals engaged in training or capacity-building activities. When possible, please avoid counting the same individual twice. For example, if a training program has 10 sessions and an individual attends 8 out of 10 sessions, they should be counted as 1, not 8.  Please do not include attendees of the Challenge Peer Learning Network sessions. | [numerical value] | [Brief open-ended response] |
| Change Systems and Policies | HS.CSP.2 - # of organizational policies or procedures adopted or modified to promote access to health services | Challenge project teams are examining organizational practices both within lead organizations as well as within partner organizations. This indicator captures new policies and procedures that have been fully developed and adopted or modifications to existing policies. Examples include formal written diversity, equity and inclusion policies, and informal guidelines, procedures or practices related to community engagement, such as budgeting for community compensation.. | Sum of all organizational policies or procedures that have been adopted or modified to promote access to health services. | [numerical value] | [Brief open-ended response] |
| Change Systems and Policies | HS.CSP.3 - # of local public policies enacted or modified to promote access to health services | Challenge project teams are working across partners to promote changes to legislative or regulatory policies at the city and county level. Examples include legislation passed or regulatory mandates resulting from advocacy efforts, policy briefings or other activities linked to the Challenge. | Sum of all local public policies enacted or modified. | [numerical value] | [Brief open-ended response] |
| Change Systems and Policies | HS.CSP.3 - # of new health service access points | Some Challenge project teams are introducing new health service access points in their community. Examples include building a new clinic, establishing a new community hub for comprehensive medical care or adding telehealth opportunities. | Sum of all new health service access points in the community. | [numerical value] | [Brief open-ended response] |

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| **Category** | **FA\_Indicator** | **Definition** | **How to Calculate** | **Value** | **Activities and/or Participants** |
| Provide Equitable Resources and Services | HS.ERS.1 - # of individuals reached through public communications that promote advocacy, transparency, awareness or knowledge of health care services | This indicator includes public communications such as news releases, web-based materials, social media, publications, policy briefs, pamphlets, flyers and presentations. This may also include web-based or paper surveys completed by individuals in the community. | Sum of all individuals reached through public communications about the food system related to the work of the Challenge. Reach = total number of individuals who see your content. When possible, please count each individual only once. Website reach = total number of page visits. Facebook reach = the organic and paid reach of your post. Twitter reach = impressions. Instagram = reach can be accessed from the "Activity Tab" of Instagram Insights. | [numerical value] | [Brief open-ended response] |
| Provide Equitable Resources and Services | HS.ERS.2 - # of individuals provided with health care services | Challenge project teams are providing direct access to health services through a variety of clinical services and venues. Examples include dental care, mental health services and primary care. | Sum of all individuals provided with health services. When possible, please count each individual served only once. For example, if you provide an individual with both emergency care and 2 follow-up appointments, that individual should be counted as 1, rather than 3. | [numerical value] | [Brief open-ended response] |
| Provide Equitable Resources and Services | HS.ERS.3 - # of individuals provided with health education and support services | Challenge projects include a variety of activities that support individuals in increasing their access to health services, without directly providing clinical care. Examples include community health workers, referrals, screenings and health literacy programs. | Sum of all individuals provided with health education and support services. When possible, please count each individual only once. For example, if the same individual attends 3 separate educational workshops, they would count as 1, not 3. | [numerical value] | [Brief open-ended response] |
| Provide Equitable Resources and Services | HS.ERS.4 - # of volunteers who supported provision of equitable health care, health education, or other related resources and services | Challenge teams engage volunteers in a variety of activities that support individuals in increasing their access to health services. Examples include unpaid health service providers and event volunteers. | Sum of all individuals who supported health service provision, health education and support services. When possible, please count each individual only once. For example, if the same volunteer attends 3 separate events, they would count as 1, not 3. | [numerical value] | [Brief open-ended response] |

**Is there anything else you want us to know about the data reported under Health Services?**

[Open-ended response]

**Additional Information**

**Question 4a.**

Is there anything else you would like to share about your participation in the Challenge (feedback on communications, coaching and peer learning, other project updates or additional context)?

[Open-ended response]

**Question 4b.**

Please provide links to any web-based content, social media accounts, earned media or other publications connected with your Challenge initiative.

[Open-ended response]

**Question 4c.\***

Upload up to five high-quality photos.

**Note: Photos may be used in public communications from the Challenge. If sharing photos for our use in public communications where an individual’s face is visible, please be sure you have obtained written consent to use the photo in any publications, presentations, websites, or other media. If you do not have written permission and need an example photo consent waiver, please reach out to our team for support.**

**The best photos are ones that can stand alone without context or explanation. Please share photos of people in action that are dynamic, interesting and tell a story. If possible, please make sure images are optimized for web use (preferably under 1 MB and in JPG/PNG format).**

 [Click to upload]

1. **Policies and Practices**: Formal government, institutional and organizational rules, regulations, and priorities that guide the entity’s own and others’ actions and the regular, informal activities of institutions, coalitions, networks, and other entities such as their procedures, guidelines, or shared habits. [↑](#footnote-ref-1)
2. **Resource Flows**: How money, people, knowledge, information, and other assets such as infrastructure are generated, leveraged, allocated and distributed. [↑](#footnote-ref-2)
3. **Relationships, Connections and Power Dynamics**: Quality of connections and communication occurring among actors in the system, especially among those with differing histories and viewpoints, and how decision-making power, authority, and both formal and informal influence are distributed among the individuals and organizations within a community. [↑](#footnote-ref-3)
4. **Mental Models**: Habits of thought — deeply held beliefs and assumptions and taken-for-granted ways of operating that influence how we think, what we do, and how we talk (these may include values, ideas, attitudes, biases and understanding)

   Definitions adapted from “The Waters of Systems Change” (2018) by Kania, Kramer and Senge [↑](#footnote-ref-4)