**Substance Abuse Mental Health Services Administration**

**Prevention Technology Transfer Center Network**

**End of Cycle Report**

# Cover Page:

|  |  |  |
| --- | --- | --- |
| **Grantee Organization (Institution)** |  | |
| **TTC Name** |  | |
| **Grant Number** |  | |
| **Date Report is submitted to SAMHSA** |  | |
| **Report period** |  |  |
| **Project Director** |  | |
| **Phone number** |  | |
| **Email address** |  | |

Recipients must comply with the GPRA requirements that include the collection and periodic reporting of performance data as specified in the FOA or by the Grant Program Official (GPO). This information is needed in order to comply with PL 102-62, which requires that SAMHSA report evaluation data to ensure the effectiveness and efficiency of its programs. Please contact your Government Program Official (GPO) for program specific submission information. Additional information on reporting requirements is available at <https://www.samhsa.gov/grants/grants-management/reporting-requirements>

**\*\*Reports must be must be submitted through the eRA Commons system in PDF format.**

Please attach narrative. Number all pages consecutively. Please do not include attachments.

**IMPORTANT:**

**For archiving purposes, send a PDF copy of your report via electronic mail to your GPO and Rachel Witmer (rrwitmer@umkc.edu).**

# Instructions

## Notable Activities:

**Instructions:**

Notable activities are specific activities or projects outlined in your workplans. These should be activities that stand out due to their importance, impact, or uniqueness. It is something that deserves attention and recognition because it is significant, interesting, or exceptional. **Report on up to 10 or negotiable, (schedule call with GPO) per grant year.**

Please put the notable activities in a table like the one below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Related Goal** | **Related Objective** | **Activity description and outcomes. Example information to include: scope, key partners, number of participants, participant demographics, impact/results.** |
|  |  |  |  |

**How to get notable activities from the Hub:** Past bimonthly updates can be used as notable activities. These can be easily pulled from the PTTC Hub 🡪 evaluating and reporting 🡪 Annual Report 🡪 Notable Activities. As this is an end of cycle report, the notable activities will run from 2020 (the end of the first grant year of the cycle-2024)

## Center Products:

**Instructions:**

Provide information on **up to 10 or negotiable, (schedule call with GPO)** of your most notable products **per grant year**. These could be products that are most utilized, downloaded, or those that you were particularly needed and impactful. Please put your center products like the one below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Product Type** | **Description** | **Related Topics** | **Publication Date** |
|  |  |  |  |  |

**How to get your center products from the Hub:** All created products from the grant cycle can be found in the Hub (PTTC Hub 🡪 evaluating and reporting 🡪 Annual Report 🡪 TTC Center Products). Add your products **from all of year 5B** in this section and select **three** products for years 1-5).

## Data Analysis:

**Instructions:**

Provide key data metrics from the grant year that can provide insight on the program’s accomplishments and impact. Some examples include:

* number of events and resources
* GPRA data
* Website metrics like time spent on the website, pages per session, and bounce rate
* Social media growth and shares

**The following data reports are available on the PTTC Hub under Data Dashboards:**

* Events - Counts by Type
* Products & Resources - Counts by Format

**The following GPRA data reports are available from Lanitek:**

Event Description Forms (EDFs)

The TTA Event Description Form collects comprehensive data about events, including the event date, title, and format (such as virtual or in-person). It records the total number of participants and those consenting to follow-up, categorizes the event type (like training or technical assistance), identifies the primary audience (such as professionals or specific communities), and notes the total contact hours.

Frequency Distribution Report

The TTA Post-Event Form collects data on participant demographics and their satisfaction with the event. It gathers information such as gender, ethnicity, race, and sexual orientation to understand the diversity of attendees. Additionally, it includes questions about the participants’ overall satisfaction with the event, the quality of the content, and the usefulness of the information provided.

Response Counts in Date Range

This report provides this basic event information: Event Code, Event Data, Event Type, # of Responses.

Bottom of Form

## Status Update on Workplan Objectives **Year 5B ONLY**:

**Instructions:**

Download your current workplan from the PTTC (PTTC Hub 🡪 evaluating and reporting 🡪 Annual Report 🡪Status Update on Workplan Objectives). This workplan is **for year 5B ONLY** (September 30, 2023-September 29, 2024). Use the “progress update” column to provide updates for work done for year 5B. Updates from previous years are not needed.

## Collaborations (comprehensive of all years):

**Instructions:** refer to strategic partnerships that worked with you to meet your workplan goals and objectives.

## Critical Issues (comprehensive of all years):

**Instructions:**

Use this section to describe any changes that were made to the project that differs from your original application. Examples such as challenges, lessons learned, and areas for improvement.

# Year One (9/30/2018 – 9/29/2019)

**Notable Activities: Report on up to 10 or negotiable, (schedule call with GPO) per grant year.**

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Related Goal | Related Objective | Activity description and outcomes. Example information to include: scope, key partners, number of participants, participant demographics, impact/results. |
|  |  |  |  |

**Center Products: Report on up to 10 or negotiable, (schedule call with GPO) per grant year.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Product Type | Description | Related Topics | Publication Date |
|  |  |  |  |  |

**Data Analysis:**

# Year Two (9/30/2019 – 9/29/2020)

**Notable Activities: Report on up to 10 or negotiable, (schedule call with GPO) per grant year.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Related Goal** | **Related Objective** | **Activity description and outcomes. Example information to include: scope, key partners, number of participants, participant demographics, impact/results.** |
|  |  |  |  |

**Center Products: Report on up to 10 or negotiable, (schedule call with GPO) per grant year.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Product Type | Description | Related Topics | Publication Date |
|  |  |  |  |  |

**Data Analysis:**

# Year Three (9/30/2020 – 9/29/2021)

**Notable Activities: Report on up to 10 or negotiable, (schedule call with GPO) per grant year.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Related Goal** | **Related Objective** | **Activity description and outcomes. Example information to include: scope, key partners, number of participants, participant demographics, impact/results.** |
|  |  |  |  |

**Center Products: Report on up to 10 or negotiable, (schedule call with GPO) per grant year.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Product Type | Description | Related Topics | Publication Date |
|  |  |  |  |  |

**Data Analysis:**

# Year Four (9/30/2021 – 9/29/2022)

**Notable Activities: Report on up to 10 or negotiable, (schedule call with GPO) per grant year.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Related Goal** | **Related Objective** | **Activity description and outcomes. Example information to include: scope, key partners, number of participants, participant demographics, impact/results.** |
|  |  |  |  |

**Center Products: Report on up to 10 or negotiable, (schedule call with GPO) per grant year.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Product Type | Description | Related Topics | Publication Date |
|  |  |  |  |  |

**Data Analysis:**

# Year Five (9/30/2022 – 9/29/2023)

**Notable Activities: Report on up to 10 or negotiable, (schedule call with GPO) per grant year.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Related Goal** | **Related Objective** | **Activity description and outcomes. Example information to include: scope, key partners, number of participants, participant demographics, impact/results.** |
|  |  |  |  |

**Center Products: Report on up to 10 or negotiable, (schedule call with GPO) per grant year.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Product Type | Description | Related Topics | Publication Date |
|  |  |  |  |  |

**Data Analysis:**

# Year Five B (9/30/2023 – 9/29/2024)

**Notable Activities: Report on up to 10 or negotiable, (schedule call with GPO) per grant year.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Related Goal** | **Related Objective** | **Activity description and outcomes. Example information to include: scope, key partners, number of participants, participant demographics, impact/results.** |
|  |  |  |  |

**Center Products: Report on up to 10 or negotiable, (schedule call with GPO) per grant year.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Product Type | Description | Related Topics | Publication Date |
|  |  |  |  |  |

**Data Analysis:**

Workplan Updates (5B ONLY)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Goal** | | | | |
| **Objective #** | **Objective Name** | **Objective Description** | **Objective Performance Measures** | **Progress Update Y5B Only** |
|  |  |  |  |  |

# Collaborations (comprehensive of all years):

**Instructions:** refer to strategic partnerships that worked with you to meet your workplan goals and objectives.

# Critical Issues (comprehensive of all years):

**Instructions:**

Use this section to describe any changes that were made to the project that differs from your original application. Examples include challenges, lessons learned, and areas for improvement.

Please include on how training and technical assistance services were altered during the COVID-19 public health emergency. What challenges, if any, did you  experience and how were they mitigated?