

## Second Chance Act—Addressing the Needs of Incarcerated Parents and Their Minor Children

### Program Performance Questions and Definitions

PERFORMANCE QUESTIONS	DEFINITIONS
OUTPUTS	
<p>1. How many unique individuals started the program during this reporting period?</p> <p>_____</p>	<p><b>Unique</b> means unduplicated. Individuals should only be counted once. Unique individuals should not be counted in more than one reporting period.</p> <p><b>Individuals</b> refers to incarcerated parents of children.</p> <p><b>Incarcerated</b> means confined or detained in a jail or prison.</p> <p><b>Parent</b> refers to a child’s mother, father, a legal guardian, caregiver, or persons with a strong familial bond with a minor.</p> <p><b>Program participant</b> refers to an individual who started a program.</p> <p><b>Starting</b> a program can be defined different ways in the context of your program. For example, starting a program can mean a formal agreement to participate in the program, or the first action an individual takes toward engaging with the program’s services.</p> <p><b>Reporting period</b> varies by grant but typically includes the six-month period ending June 30 or December 31.</p>
<p>2. How unique many individuals were discharged from the program during this reporting period?</p> <p>_____</p>	<p><b>Unique</b> means unduplicated. Individuals should only be counted once. Unique individuals should not be counted in more than one reporting period.</p> <p><b>Individuals</b> refers to incarcerated parents of children.</p> <p><b>Incarcerated</b> means confined or detained in a jail or prison.</p> <p><b>Parent</b> refers to a child’s mother, father, a legal guardian, caregiver, or persons with a strong familial bond with a minor.</p> <p><b>Program participant</b> refers to an individual who started a program.</p> <p><b>Discharged</b> means the program participant is no longer participating in services or receiving services directly from or indirectly through your program.</p> <p><b>Reporting period</b> varies by grant but typically includes the six-month period ending June 30 or December 31.</p>

<p><b>3. How many unique individuals were discharged from the program since the beginning of the award?</b></p> <p>_____</p>	<p><b>Unique</b> means unduplicated. Individuals should only be counted once. Unique individuals should not be counted in more than one reporting period.</p> <p><b>Individuals</b> refers to incarcerated parents of children.</p> <p><b>Incarcerated</b> means confined or detained in a jail or prison.</p> <p><b>Parent</b> refers to a child’s mother, father, a legal guardian, caregiver, or persons with a strong familial bond with a minor.</p> <p><b>Program participant</b> refers to an individual who started a program.</p> <p><b>Discharged</b> means the program participant is no longer participating in services or receiving services directly from or indirectly through your program.</p> <p><b>Beginning</b> of the award refers to the Project Period Start Date for your award. You can find this in your award documentation or in JustGrants.</p>
<p><b>OUTCOMES</b></p>	
<p><b>4. Of the unique individuals discharged during this reporting period, how many were discharged successfully?</b></p> <p>_____</p> <p><i>Note: The number of successful, unsuccessful, and other discharges should total to the number of discharges during this reporting period. Do not include a program participant in more than one discharge category.</i></p>	<p><b>Unique</b> means unduplicated. Individuals should only be counted once. Unique individuals should not be counted in more than one reporting period.</p> <p><b>Individuals</b> refers to incarcerated parents of children.</p> <p><b>Incarcerated</b> means confined or detained in a jail or prison.</p> <p><b>Parent</b> refers to a child’s mother, father, a legal guardian, caregiver, or persons with a strong familial bond with a minor.</p> <p><b>Program participant</b> refers to an individual who started a program.</p> <p><b>Discharged</b> means the program participant is no longer participating in services or receiving services directly from or indirectly through your program.</p> <p><b>Successful</b> means the program participant has met your program’s requirements, such as completing assessments or prescribed treatment or participating for an expected minimum duration.</p> <p><b>Reporting period</b> varies by grant but typically includes the six-month period ending June 30 or December 31.</p>
<p><b>5. Of the unique individuals discharged during this reporting period, how many were discharged unsuccessfully?</b></p> <p>_____</p> <p><i>Note: The number of successful, unsuccessful, and other discharges should total to the number of discharges during this reporting period. Do not include a program participant in more than one discharge category.</i></p>	<p><b>Unique</b> means unduplicated. Individuals should only be counted once. Unique individuals should not be counted in more than one reporting period.</p> <p><b>Individuals</b> refers to incarcerated parents of children.</p> <p><b>Incarcerated</b> means confined or detained in a jail or prison.</p> <p><b>Parent</b> refers to a child’s mother, father, a legal guardian, caregiver, or persons with a strong familial bond with a minor.</p> <p><b>Program participant</b> refers to an individual who started a program.</p> <p><b>Discharged</b> means the program participant is no longer participating in services or receiving services directly from or indirectly through your program.</p> <p><b>Unsuccessful discharges</b> refer to individuals discharged for a reason other than successful, such as a discharge due to loss of contact or removal.</p> <ul style="list-style-type: none"> <li>• <b>Loss of contact</b> means a youth in the program stops communicating with the program or fails to attend required appointments.</li> <li>• <b>Removed</b> means the exiting program participant is no longer participating in the program for failing to follow program rules or treatment recommendations, such as consistently missing appointments, abusive behaviors, or lack of engagement.</li> </ul>

	<p><b>Reporting period</b> varies by grant but typically includes the six-month period ending June 30 or December 31.</p>
<p><b>6. Of the unique individuals discharged during this reporting period, how many were discharged for another reason?</b></p> <p>_____</p> <p><i>Note: The number of successful, unsuccessful, and other discharges should add up to total discharges during this reporting period. Do not include a discharged program participant in more than one discharge category in a reporting period.</i></p>	<p><b>Unique</b> means unduplicated. Individuals should only be counted once. Unique individuals should not be counted in more than one reporting period.</p> <p><b>Individuals</b> refers to incarcerated parents of children.</p> <p><b>Incarcerated</b> means confined or detained in a jail or prison.</p> <p><b>Parent</b> refers to a child's mother, father, a legal guardian, caregiver, or persons with a strong familial bond with a minor.</p> <p><b>Program participant</b> refers to an individual who started a program.</p> <p><b>Discharged</b> means the program participant is no longer participating in services or receiving services directly from or indirectly through your program.</p> <p><b>Other</b> discharge statuses examples include:</p> <ul style="list-style-type: none"> <li>• <b>Transferred</b> means exiting program participant moved to another level of care and/or provider.</li> <li>• <b>Moved</b> out of the funded program service area and no longer eligible to receive services.</li> <li>• <b>Withdrew</b> means the exiting program participant officially or unofficially stopped participating in the program.</li> <li>• <b>Grant ended</b> means the program participant was receiving services at grant award ending.</li> </ul> <p><b>Reporting period</b> varies by grant but typically includes the six-month period ending June 30 or December 31.</p>
<p><b>7. Of the unique individuals discharged since the beginning of the award, how many were discharged successfully?</b></p> <p>_____</p> <p><i>Note: This is a cumulative number. Unique individuals discharged successfully each reporting period should be added together to arrive at this cumulative number. Successfully discharged individuals should not be counted in more than one reporting period.</i></p>	<p><b>Unique</b> means unduplicated. Individuals should only be counted once. Unique individuals should not be counted in more than one reporting period.</p> <p><b>Individuals</b> refers to incarcerated parents of children.</p> <p><b>Incarcerated</b> means confined or detained in a jail or prison.</p> <p><b>Parent</b> refers to a child's mother, father, a legal guardian, caregiver, or persons with a strong familial bond with a minor.</p> <p><b>Program participant</b> refers to an individual who started a program.</p> <p><b>Discharged</b> means the program participant is no longer participating in services or receiving services directly from or indirectly through your program.</p> <p><b>Successful</b> means the program participant has met all program requirements, such as completing assessments or prescribed treatment or participated for an expected minimum duration in services.</p> <p><b>Beginning</b> of the award refers to the Project Period Start Date for your award. You can find this in your award documentation or in JustGrants.</p>
<p><b>8. Of the unique individuals discharged since the beginning of the award, how many were discharged unsuccessfully?</b></p> <p>_____</p> <p><i>Note: This is a cumulative number. Unique individuals discharged unsuccessfully each reporting period should be added together to arrive at this cumulative number. Unsuccessfully discharged individuals should not be counted in more than one reporting period.</i></p>	<p><b>Unique</b> means unduplicated. Individuals should only be counted once. Unique individuals should not be counted in more than one reporting period.</p> <p><b>Individuals</b> refers to incarcerated parents of children.</p> <p><b>Incarcerated</b> means confined or detained in a jail or prison.</p> <p><b>Parent</b> refers to a child's mother, father, a legal guardian, caregiver, or persons with a strong familial bond with a minor.</p> <p><b>Program participant</b> refers to an individual who started a program.</p> <p><b>Discharged</b> means the program participant is no longer participating in services or receiving services directly from or</p>

	<p>indirectly through your program.</p> <p><b>Unsuccessful discharges</b> refer to individuals discharged for a reason other than successful, such as a discharge due to loss of contact or removal.</p> <ul style="list-style-type: none"> <li>• <b>Loss of contact</b> means a youth in the program stops communicating with the program or fails to attend required appointments.</li> <li>• <b>Removed</b> means the exiting program participant is no longer participating in the program for failing to follow program rules or treatment recommendations, such as consistently missing appointments, abusive behaviors, or lack of engagement.</li> </ul> <p><b>Beginning</b> of the award refers to the Project Period Start Date for your award. You can find this in your award documentation or in JustGrants.</p>
<p>9. Of the unique individuals successfully discharged this reporting period, how many have demonstrated positive parenting skills at program exit?</p> <p>_____</p>	<p><b>Unique</b> means unduplicated. Individuals should only be counted once. Unique individuals should not be counted in more than one reporting period.</p> <p><b>Individuals</b> refers to incarcerated parents of children.</p> <p><b>Incarcerated</b> means confined or detained in a jail or prison.</p> <p><b>Parent</b> refers to a child’s mother, father, a legal guardian, caregiver, or persons with a strong familial bond with a minor.</p> <p><b>Program participant</b> refers to an individual who started a program.</p> <p><b>Discharged</b> means the program participant is no longer participating in services or receiving services directly from or indirectly through your program.</p> <p><b>Successful</b> means the program participant has met all program requirements, such as completing assessments or prescribed treatment or participated for an expected minimum duration in services.</p> <p><b>Positive parenting skills</b> involve building a loving, secure, and empathetic relationship with a child by being a supportive, consistent, and respectful role model who guides behavior through teaching and clear communication rather than punishment.</p>
<p>10. Of the unique individuals successfully discharged this reporting period, how many had reduced disciplinary infractions while participating in the program?</p> <p>_____</p>	<p><b>Unique</b> means unduplicated. Individuals should only be counted once. Unique individuals should not be counted in more than one reporting period.</p> <p><b>Individuals</b> refers to incarcerated parents of children.</p> <p><b>Incarcerated</b> means confined or detained in a jail or prison.</p> <p><b>Parent</b> refers to a child’s mother, father, a legal guardian, caregiver, or persons with a strong familial bond with a minor.</p> <p><b>Program participant</b> refers to an individual who started a program.</p> <p><b>Discharged</b> means the program participant is no longer participating in services or receiving services directly from or indirectly through your program.</p> <p><b>Successful</b> means the program participant has met all program requirements, such as completing assessments or prescribed treatment or participated for an expected minimum duration in services.</p> <p><b>Disciplinary infractions</b> are formal reports for breaking facility rules.</p>

<p><b>11. Of the unique individuals successfully discharged since the beginning of the award, how many experienced a new conviction within 12 months of discharge?</b></p> <hr/> <p><i>Note: if the individual was discharged within 12 months of the final performance report due date, do not include them in this count. The final performance report due date is typically 120 days after award closeout.</i></p>	<p><b>Unique</b> means unduplicated. Individuals should only be counted once. Unique individuals should not be counted in more than one reporting period.</p> <p><b>Individuals</b> refers to incarcerated parents of children.</p> <p><b>Incarcerated</b> means confined or detained in a jail or prison.</p> <p><b>Parent</b> refers to a child’s mother, father, a legal guardian, caregiver, or persons with a strong familial bond with a minor.</p> <p><b>Program participant</b> refers to an individual who started a program.</p> <p><b>Discharged</b> means the program participant is no longer participating in services or receiving services directly from or indirectly through your program.</p> <p><b>Successful</b> means the program participant has met all program requirements, such as completing assessments or prescribed treatment or participated for an expected minimum duration in services.</p> <p><b>Beginning</b> of the award refers to the Project Period Start Date for your award. You can find this in your award documentation or in JustGrants.</p> <p><b>Award Closeout</b> is the end of the grant process by which the federal awarding agency determines that the grantee and the federal awarding agency have completed all applicable administrative actions.</p>
<p><b>12. Of the unique individuals unsuccessfully discharged since the beginning of the award, how many experienced a new conviction within 12 months of discharge?</b></p> <hr/> <p><i>Note: if the individual was discharged within 12 months of the final performance report due date, do not include them in this count. The final performance report due date is typically 120 days after award closeout.</i></p>	<p><b>Unique</b> means unduplicated. Individuals should only be counted once. Unique individuals should not be counted in more than one reporting period.</p> <p><b>Individuals</b> refers to incarcerated parents of children.</p> <p><b>Incarcerated</b> means confined or detained in a jail or prison.</p> <p><b>Parent</b> refers to a child’s mother, father, a legal guardian, caregiver, or persons with a strong familial bond with a minor.</p> <p><b>Program participant</b> refers to an individual who started a program.</p> <p><b>Discharged</b> means the program participant is no longer participating in services or receiving services directly from or indirectly through your program.</p> <p><b>Unsuccessful discharges</b> refer to individuals discharged for a reason other than successful, such as a discharge due to loss of contact or removal.</p> <ul style="list-style-type: none"> <li>• <b>Loss of contact</b> means an individual in the program stops communicating with the program or fails to attend required appointments.</li> <li>• <b>Removed</b> means the exiting program participant is no longer participating in the program for failing to follow program rules or treatment recommendations, such as consistently missing appointments, abusive behaviors, or lack of engagement.</li> </ul> <p><b>Beginning</b> of the award refers to the Project Period Start Date for your award. You can find this in your award documentation or in JustGrants.</p> <p><b>Award Closeout</b> is the end of the grant process by which the federal awarding agency determines that the grantee and the federal awarding agency have completed all applicable administrative actions.</p>

PERFORMANCE NARRATIVES	
13. Did you adjust the program plan as described in your application's proposal narrative? If yes, what adjustments did you make, and why?	
14. Did you experience any challenges during the reporting period that impacted service delivery to program participants? If yes, how did you address the challenges. or do the challenges remain unresolved?	
15. Did you engage with OJJDP training and technical assistance providers this reporting period? If yes, did the providers adequately address your issue?	
16. Did you experience any challenges related to external factors beyond your control during the reporting period that impacted program outcomes? If yes, please describe the challenges.	
17. Please explain whether you are on track to achieve your program goals and objectives, and why.	
PROGRAM QUESTIONS	DEFINITIONS
1. Which of the following best describes your program's location(s)? <ul style="list-style-type: none"> <li><input type="radio"/> Federal facilities</li> <li><input type="radio"/> State facilities</li> <li><input type="radio"/> County or municipal facilities</li> <li><input type="radio"/> Tribal facilities</li> </ul>	
2. What services are supported in whole or in part by OJJDP's grant funds?  Select all that apply. <ul style="list-style-type: none"> <li><input type="radio"/> Substance use disorder treatment</li> <li><input type="radio"/> Mental health treatment</li> <li><input type="radio"/> Specialized aftercare</li> <li><input type="radio"/> Parenting education</li> <li><input type="radio"/> Family support</li> <li><input type="radio"/> Mentoring</li> <li><input type="radio"/> Enhanced visitation</li> <li><input type="radio"/> Engagement</li> <li><input type="radio"/> Other, specify _____</li> </ul>	<p><b>Substance use disorder treatment</b> usually offer individual, group or family therapy sessions and typically focus on understanding the nature of addiction, becoming drug-free and preventing relapse.</p> <p><b>Mental health treatment</b> refers to a range of therapeutic strategies used to address mental illnesses, mental health conditions, and behavioral health issues, including psychotherapy, medication, support groups, and lifestyle changes, often in a combination approach for a more effective recovery plan.</p> <p><b>Specialized aftercare</b> refers to a customized program of ongoing support and services designed to help individuals successfully transition from intensive treatment back into daily life.</p> <p><b>Parenting education</b> provides parents and caregivers with the knowledge and skills to effectively support a child's healthy development and involves acquiring skills for fostering strong parent-child relationships, promoting a child's well-being, and building parental confidence and competence.</p> <p><b>Family support</b> services are community-based resources that assist families in promoting their members' well-being and stability. Examples include counseling, peer mentoring, navigation of social services, respite care, and support for families in caring for a</p>

	<p>child with a developmental or behavioral challenge.</p> <p><b>Mentoring</b> provides structured relationships where individuals guide and support the personal growth of others. These services facilitate skill transfer, career development, and the building of confidence by fostering supportive, trusted relationships through which mentors share knowledge and insights to help mentees reach their full potential.</p> <p><b>Enhanced visitation</b> spaces go beyond basic supervised visitation by actively working to improve the parent-child relationship and develop parenting skills. While standard supervised visitation primarily focuses on monitoring for safety, enhanced services use trained professionals to facilitate growth and change, including relying on child-friendly engagement spaces.</p> <p><b>Engagement</b> services to support child-parent relationships and can include in person visits, phone calls, letter writing, video calls.</p>
<p>3. What evidence-based parenting curriculum does your program plan to use?</p> <p>_____</p>	
<p>4. How many individuals do you plan to provide services to over the life of the grant?</p> <p>_____</p>	<p><b>Unique</b> means unduplicated. Individuals should only be counted once. Unique individuals should not be counted in more than one reporting period.</p> <p><b>Individuals</b> refers to incarcerated parents of children.</p> <p><b>Incarcerated</b> means confined or detained in a jail or prison.</p> <p><b>Parent</b> refers to a child's mother, father, a legal guardian, caregiver, or persons with a strong familial bond with a minor.</p> <p><b>Life of the award</b> refers to the period from the start of the award to the closure of the award. For OJJDP awards, this is typically three years.</p>
<p>5. What is the parent target population of your program?</p> <p><i>Select all that apply.</i></p> <ul style="list-style-type: none"> <li><input type="radio"/> Incarcerated male parents</li> <li><input type="radio"/> Incarcerated female parents</li> </ul>	
<p>6. What assessment tool or approach will you use to measure outcomes?</p> <p>_____</p>	
<p>7. What is the expected minimum duration of your program for each program participant?</p> <p>_____ Days</p>	<p><b>Duration</b> means typical length of time need to complete the program.</p> <p><b>Program participant</b> refers to an individual who started a program.</p> <p><b>Individuals</b> refers to incarcerated parents of children.</p> <p><b>Incarcerated</b> means confined or detained in a jail or prison.</p> <p><b>Parent</b> refers to a child's mother, father, a legal guardian, caregiver,</p>

	or persons with a strong familial bond with a minor.
<p><b>8. How frequently do you expect program participants to engage with your program?</b></p> <ul style="list-style-type: none"> <li>○ Daily</li> <li>○ Weekly</li> <li>○ Monthly</li> <li>○ Other, specify _____</li> </ul>	<p><b>Program participant</b> refers to an individual who started a program.</p> <p><b>Individuals</b> refers to incarcerated parents of children.</p> <p><b>Incarcerated</b> means confined or detained in a jail or prison.</p> <p><b>Parent</b> refers to a child's mother, father, a legal guardian, caregiver, or persons with a strong familial bond with a minor.</p>