

Garda Youth Diversion Project

Quarterly Performance Report (QPR)

Explanatory Notes

Updated and issued October 2011



Explanatory Notes – Quarterly Performance Report

Please refer to excel template provided to input all data. Select the relevant tab along the bottom of your screen to input your project data. Please also refer to the *Annual Plan* submitted on the year being reported on, particularly in relation to Section 5.

When completed, the excel document should be signed off by the Project Committee and returned electronically by the Community Based Organisation Rep (CBOR/Line Manager) to both Community Programmes (comprogstats@justice.ie) and the Garda Office for Children and Youth Affairs (childrenandyouthaffairs@garda.ie) as follows:

Quarter	Period covered	Return Deadline
Quarter 1	January to March	30 th April
Quarter 2	April to June	31 st July
Quarter 3	July to September	31 st October
Quarter 4	October to December	31 st January

Please note that electronic QPRs submitted by the CBOR are deemed to be ‘signed off’ by the Project Committee. There is no requirement to forward hardcopies.

General information about editing of the Quarterly Performance Report

The completion of the Quarterly Performance Report requires consistency across all the projects so that collating national statistics is possible in IYJS. The following should be noted by all Youth Justice Workers who complete the Quarterly Performance Report:

- Changes to the QPR template can only be made by IYJS. Projects are asked not to insert rows or columns into the template as this effects the validation list. In most instances, projects can **ONLY** select information from the drop down list (validation list).
- For ease of use it is recommended that the Youth Justice Worker edits the previous quarter return and use the ‘save as’ tool. Copying and pasting the previous quarter should be avoided as it disables the validation list.
- Projects are asked to check the information entered into the return prior to submitting it to IYJS. In particular projects should check that the correct Garda District, gender, age etc is selected.
- Projects must ensure that all columns and rows are completed in Section 3 under ‘Project name’, ‘Garda Division’ and ‘Garda District’; these columns should be filled in against each participant entered into Section 3.

Section 2 – Project Target Information

Referral: is defined as a young person referred to the project and accepted by the referral committee.

Participant: is defined as a young person actively engaged with the project.

Please provide information as explained below in relation to individual young people referred from the **primary and secondary** groups in the worksheet tabbed ‘Target Information’.

(i) No. of participants carried forward from previous quarter who are receiving interventions (engaging) with the project at the start of the quarter. <i>(this will be taken from the figure provided at (viii) in the previous quarter return)</i>
(ii) No. of new participants referred from previous quarters who commenced interventions (engaged) during this quarter.
(iii) No. of referrals to the project this quarter i.e. accepted by the referral committee during this quarter
(iv) No. of referrals to the project this quarter but not receiving interventions (not engaged) during this quarter
(v) No. of referrals to the project this quarter who received interventions (engaged) this quarter (i.e. participants)
(vi) No. of unplanned disengagements of participants this quarter (i.e. participants who left without completing planned intervention)
(vii) No. of participants who completed interventions this quarter and not currently engaged with project (i.e. planned exits)
(viii) No. of participants receiving interventions (engaging) from project at end of the quarter. This figure will be your first figure at (i) for the following quarter. A formula has been entered to automatically calculate this figure at cell B13 and B26.

Where a participant has moved from a secondary participant to a primary participant the participant should be removed from the carry forward of the secondary target group and entered into the carry forward of the primary target group. Projects are asked to indicate on the QPR where a participant has moved target groups. This can be done on the Additional Notes section and/or in the Section 2.

Section 3 – Referral ID & Participant Information

Referral ID Number

Each new referral must receive a unique ID number and will retain this number.

ID numbers must be assigned by the referral committee (as per standard referral form attached at Appendix 1) as follows: commencing in 2011 the first referral should be assigned the ID: project name/year/number of referral e.g. Junction/11/01.

Referrals carried forward from 2010 should be assigned the ID number: project name/10/01, project name/10/02 etc.

It is important that projects adopt this standardised format and ensure that the only element of the ID number that changes is the last two digits in any given year.

Projects should avoid using spacing in the formatting of the ID and should use the format as shown in the example below.

For example: First new referral in 2011
Junction/11/01

First new referral in 2012
Junction/12/01

Last new referral for the year could be
Junction/11/56

Existing participants from 2010 still engaged with the project and referrals from 2010 or earlier years who participate for the first time in 2011 should be given an ID number e.g. Junction/10/29

Participant Information

Input participant data in the worksheet tabbed 'Participant Information'. Information relating only to participants engaged during the quarter is required. **Please ensure that all headings for each participant are completed and do not leave any cell blank.**

Please note: the figures entered in Section 2 should tally with the participant information provided in Section 3. Projects should ensure that information is provided for participants listed in Section 2 such as:

- (i) No. of participants carried forward from the previous quarter who are receiving interventions (engaging) with the project at the start of this quarter
- (ii) No. of new participants referred from the previous quarter who commenced interventions (engaged) in this quarter and
- (v) No. of new referrals to the project this quarter who received interventions (engaged) this quarter.

Please note that this could also include participants who disengaged in the quarter either planned or unplanned.

Rules for Inputting Participant Data

Column	Heading	Rule
Column A	Project	Select project name from drop down list
Column B	Community Based Organisation	Select CBO from drop down list
Column C	Garda Division	Select Garda Division from drop down list
Column D	Garda District	Select Garda District from drop down list
Column E	ID Number	Use a unique identifier for each young person relevant to the year
Column F	Age	Select from age list
Column G	Gender	Select 'Male' or 'Female'
Column H	Ethnic/Cultural background	Select ethnicity of participants from drop down list. This list was taken from the Central Statistics Office.
Column I	Type of Crime (if applicable)	This is a standard Irish Crime Classification System (condensed) as used by the Central Statistics Office and by An Garda Síochána. While it is accepted elements of this list may not be relevant to young people on the project, for comparative purposes this is the crime breakdown list which is required. Where more than one crime has been committed, please select the most serious offence. The youth justice workers should be guided by the Gardaí at referral committee stage when completing this.
Column J	Referral Status	Select referral status from list. (Please note young people under 12 years of age should be categorised as secondary referrals)
Column K	Source of Original Referral	Select from list and if more than one source, please select the most important referral source
Column L	Referred to Diversion Programme	Select 'Yes' or 'No' from list
Column M	Date of initial engagement with project	Enter date in format DD/MM/YY e.g. 26/11/10
Column N	Has this been a continuous period of engagement	Select 'Yes' or 'No' from list
Column O	Date of YLS/CMI-Sv	Enter date in format DD/MM/YY e.g. 26/11/10
Column P	Screening Risk Assessment Rating	Select from '0 to 8' on list
Column Q	Date of review	Enter date in format DD/MM/YY e.g. 26/11/10
Column R	Review assessment rating if applicable	Select from '0 to 8' on list

Section 4 – Financial Information

Quarterly Financial Statements

Please complete worksheet tabbed '4(1) Income & Expenditure Acc'. Please type relevant names in the table at end of the form.

Tab '4(2) Balance Sheet' is required only in the 4th Quarter.

To assist you "total columns" will automatically calculate as data is input.

Section 5 – Progress Information

Intended Improvements Impact

Please refer to your annual plan to complete tab '5(1) Progress Info Primary' and tab '5(2) Progress Info Secondary'.

Table 1 and Table 2

Specifically referring to **young people from the primary/secondary group**: your annual plan indicated the improvements that your project intended to make as a consequence of your activities. In this quarter please report on any progress made with reference to these improvements and provide examples for individual

participants. It is sufficient to evidence these improvements with your observations, however any qualitative or measurable improvement would be of added value.

Table 3

Enter the number of primary/secondary referred young people who did not engage and detail your efforts made and barriers met.

Table 4

Enter the number of primary/secondary participants who disengaged without completing interventions and provide your reasons on why.

Table 5

Please enter the percentage of the project's time spent servicing each group.

Section 6 - Additional Notes

If you wish to highlight any other information please do so in the space provided at tab 6 'additional notes'.

APPENDIX 1



Irish Youth Justice Service
Seirbhís na hÉireann um Cheartas i leith an Aosa Óig

Young Person Referral Form Garda Youth Diversion Project

Young Person's Details

Name:
Address:
DOB:
Ethnic Background:
Contact No:
School/Training Centre:
Clubs/Groups:
Other Agencies:

Parent/Guardian's Details

1. Name:
Address:
Contact No:
Relationship with young person:
2. Name:
Address:
Contact No:
Relationship with young person:

Referral Details

Referral Agency	
Referral contact details	
<u>Reason for Referral</u>	
JLO Caution	
School Attendance	
Offending Peer Group	
Known to local/community Garda	
Other Agencies involved with family	
Difficult relationship with parents/Authority	
Behavioural Issues (please clarify)	

Is the Young person aware the referral is being made?
Is the parent/guardian aware the referral is being made?

Additional Details (e.g. family details)

For Office Use Only

Referral received by:

Date:

Young Person's ID number:

Referral Status

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