Southern California HEAL Network Leaders Learning Circle  
January 21, 2014  
Agenda

**Insider Tips for Progress Reporting**

The progress report is your opportunity to update the funder on how the implementation of your grant is going and to communicate your successes, challenges, and changes in strategies. This session will focus on effective progress reporting – using the DOCC and partner input to capture the progress, synergies, and changes in the HEAL communities. Using the progress report questions as a foundation, we will engage in discussion and activities designed to help you prepare your bi-annual Progress Report.

**Objectives**

- Participants will better understand the funder's expectations for progress reporting.
- Participants will understand how to use site visit feedback, year 1 implementation assessment, and the DOCC to get a jump start on the progress report.
- Participants will be prepared to engage partners in a process to inform the progress report.

**Writing:**

- Response to two progress report questions.

12:00 – 1:00 pm:  
**Registration and Networking Lunch**

1:00 – 1:30 pm:  
**Welcome, Introduction, and Discussion:**  
**Insider Tips for Progress Reporting**  
Ama Atiedu and Arpiné Shakhbandaryan  
*What have we learned from DOCC calls and site visits that we can apply to the upcoming progress report? After a quick review of the most common questions from the funder, we will review a few quick tips to better progress reporting.*

1:30 – 2:30 pm:  
**Strategic Progress Reporting: Examples from Sites**  
Letty Alvarez, West Ventura HEAL Zone  
John Guastaferro, Javier Gonzalez, and Leah Ersoylu, Anaheim HEAL Zone  
*West Ventura and Anaheim will share their process and writing style for progress reports - come prepared to share yours during the small group discussions.*

2:30 – 2:45 pm:  
**Let's Move and Healthy Snack Break**  
Everyone
2:45 – 4:45 pm: **Small Group Discussions**
Judy Harper, Ama Atiedu, and Arpiné Shakhbandaryan

*During this activity, we will break into three groups, use the “Tips” sheet, and peer feedback to review and revise your progress report responses. Make sure to capture the recommendations and “aha moments“ to share with the larger group.*

Group I Facilitator: Judy Harper
1. Anaheim HEAL Zone
2. Lancaster Local Partnership
3. Lemon Grove HEAL Zone
4. Ontario HEAL Zone
5. East Riverside HEAL Zone
6. West Ventura HEAL Zone

Group II Facilitator: Ama Atiedu
1. Anaheim HEAL Zone
2. Lancaster Local Partnership
3. North Long Beach HEAL Zone
4. East Riverside HEAL Zone
5. West Ventura HEAL Zone
6. Whittier Local Partnership

Group III Facilitator: Arpiné Shakhbandaryan
1. Anaheim HEAL Zone
2. Lancaster Local Partnership
3. Hollywood High School Healthy School Partnership
4. Oildale Planning
5. North Long Beach HEAL Zone
6. Whittier Local Partnership

4:45 – 5:00 pm: **Wrap-Up**

5:30 – 7:00 pm: **Reception and Optional Dinner at the California Endowment**