

**EXHIBIT E**  
**ATTACHMENT 6**

**Judicial Council of California**  
**Operations and Programs Division / Center for Families, Children & the Courts**

**ACCESS TO VISITATION GRANT PROGRAM**

*Bi-Annual Progress Summary Reporting Form: Fiscal Year 2022–23*

Quarters	Reporting period	Due Date	Indicate reporting period (Put an X in the box)
Quarter 1	April 1, 2022 – September 30, 2022	October 14, 2022	
Quarter 2	October 1, 2021 – March 31, 2022	April 14, 2023	

**Applicant Court:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Date report submitted:**

**REPORT SUMMARY.** The primary purpose of the Access to Visitation Grant Program Bi-annual Progress Summary Report is to help ensure grant recipients compliance with federal and state reporting requirements and that the court/subcontractor programs are operating in an effective and efficient manner. The report should include information related to the superior court as the lead applicant court, collaborative partners, subcontractor, and client and program issues, concerns, and challenges regarding the administration and operation of the grant-related services. The information assists with guiding programmatic and policy decision-making for the grant program.

Additionally, the reports help to serve as part of Judicial Council staff oversight for the grant program. In addition, the information is incorporated into various state and federal reports, including various Judicial Council reports, quarterly project accomplishment reports, public information requests, report to the state Legislature, federal funder and other state Access to Visitation program reports, and updates to the Judicial Council Family and Juvenile Law Advisory Committee, which provides guidance to the grant program.

**The below outlines what must be included in the summary progress narrative reports. Use this Summary Progress Report Form template for submission of your report. Requests for an extension of the deadline date must be submitted by email prior to the report due date.**

Please note that any new terms and conditions implemented by federal OCSE and/or the Judicial Council during the grant funding period requires the court and its subcontractors to comply as a condition of receipt of federal and state grant funding.

**A. Narrative Summary:** This section must be a thorough and accurate report of program activities and progress during the required grant funding reporting period. The report must include: (1) a detailed discussion of the clients served; (2) programmatic issues and problems encountered and proposed resolution; (3) program changes and/or modifications of project goals and objectives as outlined in the applicant's courts RFP grant application and approved by the Judicial Council; and (4) challenges or concerns regarding administration and operation of the court/subcontractor grant program. The descriptive narrative should paint a clear and concise picture of how the program has been operating during the reporting period.

**In addition to the summary narrative above, provide the following additional information (you can bullet this):**

1. An estimation of intakes conducted during the required reporting period.
2. Explain cancellations, no-shows, and missed grant services.
3. Is there currently a waiting list for families, and if so, approximately how many families are on the waiting list and how long is the typical wait before services.
4. Number of complaints and/or grievances reported during the funding period. Please describe nature of the complaint/grievance, resolution, or status of resolution.

**B. Schedule Status:** State whether the program is progressing according to the goals and objectives of the project. If delays occurred, this section must include a discussion of how the program was and/or will be brought back on schedule, proposed action plan, and note any necessary revisions to the program goal or logic model outcomes and project design and implementation.

**C. Financial Status:** Include a narrative comparing costs to date based on the budget approved in the contract agreement. The report should state: (1) whether the project is progressing within the approved budget; (2) proposed changes to the budget; and (3) information regarding proposed budget modification requests and revisions.

**D. Training and Standards of Practice:** Include: (1) a description of training and continuing education by staff; (2) dates and length of training during the reporting period; (3) list of faculty speakers; and (4) list of training topic areas. You can **attach a copy of the training agenda** to the report. Also, describe issues, concerns, and/or challenges related to implementation of Standard 5.20. Please note that the Access to Visitation program manager is available to provide technical assistance and training to grant recipients, and so include specific requests for technical assistance and training in the report.

**E. Activities Planned for The Next Period:** This section must include a discussion of accomplishments anticipated in the upcoming reporting period. Include discussion of difficulties, barriers, or revised program goals and objectives and proposed options for dealing with [these] challenges.