



Family and Community Support Services Year-End Report



Policy & Systems Change for Increasing Social Inclusion

Complete one report for each policy or system change program funded by FCSS.

Reporting Period: January 1 to December 31

All Information provided is Public

Please note that all the sample Year-End Reports are for general information. The content is subject to change as needed.

Policy or Systems Change Goal (Legislation, Regulation, Program):

1. What type of policy or systems change work are you doing? Add a specific goal statement.

Required, 1000 characters maximum

Description of Activity and Results during the reporting period:

- Focus on Milestones/Goals achieved.
- Complete only the sections that are relevant to the goal.
- Not every section will be used each year.

2. Initial Outcome: Background work completed during the reporting period

Optional, 4000 characters maximum

3. Initial Outcome: Policy (legislation, regulation, program) is developed and produced during the reporting period.

Optional, 4000 characters maximum

4. Intermediate Outcome: Action plan for change is produced (e.g., advocacy plan; implementation plan) during the reporting period.

Optional, 4000 characters maximum

5. Intermediate Outcome: Action plan is implemented during the reporting period.

Optional, 4000 characters maximum

6. Intermediate Outcome: Key leaders support the proposed change during the reporting period.

Optional, 4000 characters maximum

7. Longer-Term Outcome: Policy (legislation, regulation, program) is adopted and implemented during the reporting period.

Optional, 4000 characters maximum

8. Ultimate Outcome: Positive social/physical change occurs (identify changes and outcomes) during the reporting period.

Optional, 4000 characters maximum

FCSS Outcomes:

Policy or Systems Change

Evidence-informed policy or systems change initiatives should contribute to the following three mid-term outcomes, as outlined in the FCSS Calgary Policy or Systems Change Research Brief and FCSS Calgary Funding Framework.

Please identify and describe the Milestones /Goals achieved for each mid-term outcome area below, as applicable. It is understood this work is not linear and therefore reporting will vary from year to year.

9. Mid-term Outcome 1: An equity-based social policy agenda

Policy and system change is most effective when organizations work together to advance, and act with/for, populations experiencing vulnerabilities. Some examples include:

- Increased subject matter expertise through research and collaboration with other experts who are already engaged in advancing an issue.
- Increased subject matter expertise by convening members of the affected priority population groups to share their lived experience.
- Increased coordination by convening and leading a cross-sector, multi-partner collaborative to develop and advance a specific social policy agenda where none exists but where there is a clear and pressing need for, and broad interest in, advocating for such change.
- Reduction of inequities in the specific population by developing and implementing an action plan to be undertaken by the collaborative.

Milestones for the reporting period: Optional, 4000 characters maximum

FCSS Outcomes:**Policy or Systems Change**

Evidence-informed policy or systems change initiatives should contribute to the following three mid-term outcomes, as outlined in the FCSS Calgary Policy or Systems Change Research Brief and FCSS Calgary Funding Framework.

Please identify and describe the Milestones /Goals achieved for each mid-term outcome area below, as applicable. It is understood this work is not linear and therefore reporting will vary from year to year.

10. Mid-term Outcome 2: Integrated service coordination

Service coordination requires policy and system change to take place across multiple institutions and/or governments. Some examples include:

- Issue identification by convening a collective of organizations serving a specific population group experiencing vulnerabilities to identify issues and opportunities to improve the overall coordination of services.
- Improved outcomes for the specific population by developing and implementing an integrated service coordination plan across multiple partners.

Milestones for the reporting period: *Optional, 4000 characters maximum*

11. Mid-term Outcome 3: Evidence-informed policy and systems change

Service providers have information and expertise in the issues facing their clients and can share this information. Some examples include:

- Increased awareness of local context for emerging and best practices on specific issues among policy stakeholders.
- Increased response to government requests for expert comment on policy issues within an organizational leader's area of expertise.
- Increased outcome for specific population groups through policies and systems that will have lasting, positive effects.

Milestones for the reporting period: *Optional, 4000 characters maximum*

Reflective Questions:**12. What strategies worked well?**

Required, 4000 characters maximum

13. What didn't go as well as expected? Where are the challenges and what have you learned that will inform your work going forward?

Required, 4000 characters maximum

Target Population Impact:**14. Identify the top priority population groups served by your initiative.**

List (Yes/No): Children/Youth; Families; Indigenous People; Newcomers to Canada; Seniors

15. Describe how your policy or systems change work has impacted the population group(s) identified.

Required, 6000 characters maximum

16. If the answer above is not the same group as identified in your application (question 8 in application), please explain below.

Optional, 3000 characters maximum

Success Stories:

Please provide one or two short stories about people who have been impacted by your policy or systems change work. Make sure to link the story to the FCSS outcome that this work is contributing to. Please do NOT include any identifying information about the people profiled in the stories.

17. First story: *Required, 4000 characters maximum***18. Second story:** *Optional, 4000 characters maximum***Other Program Impact Data:**

The following two optional questions provide an opportunity for you to share additional information on the impact of this FCSS-funded program that may not have been captured in the previous questions. This could include, but is not limited to program evaluations, survey results, case studies, storytelling, or any other qualitative or quantitative data.

19. If any additional program impact data is collected, describe the results here.

Indicate how this data was collected and measured. If no additional data has been collected, enter N/A.

Required, 6000 characters maximum

20. Please provide any supporting documents or files related to the impact data described in the previous question. If sharing oral and/or visual storytelling data, this could include audio, video, or photo files. This can be done by either uploading them to the Documents tab in this report or providing web links below.

If you collected additional program impact data but are unable to provide supporting documents, please indicate why.

Optional, 3000 characters maximum

Continuous Improvement:
21. Report any program or organizational improvement or changes you made during the current reporting period that impacted this policy or systems change work.
<i>Required, 4000 characters maximum</i>
22. Report any program or organizational improvement or change efforts planned for the next reporting period that could impact this policy or systems change work.
<i>Required, 4000 characters maximum</i>
23. To help with FCSS Calgary in its own continuous improvement, please provide feedback on ways in which this reporting process could be improved.
<i>Optional, 4000 characters maximum</i>
Additional Comments:
24. If there is anything else you would like to tell us, please do so here.
<i>Optional, 4000 characters maximum</i>

SAMPLE