CIP REPORTING
Rationale and Examples

Listed below are the CIP Categories, Rationale and Examples for Quarterly Reporting in the Heart of Illinois United Way Electronic Grant and Reporting System. This handout is provided as a reference only. Please note that this information can also be found in the CIP Reporting section of the electronic Quarterly Report Package (where CIPs are submitted).

CIP Category	Number	CIP Rationale	CIP Example *Indicate the reason for creating the CIP and the action plan to achieve the desired result.*
Program Results	1	High-functioning programs have clear processes for achieving results and are meeting/exceeding projected Outputs and Outcomes.	*To improve Outcomes in Positive Behavior Change, staff will develop additional interactive lessons that allow students to practice their skills in standing up to bullying.*
Client Feedback	2	High-functioning programs request client feedback regularly, respond to changing client needs, and improve interactions with the program, so that the likelihood of client success is increased.	*In response to client feedback regarding availability of services, staff schedules will be changed to offer evening appointments until 7 p.m. on Tuesdays.*
Data Collection/Evaluation	3	High-functioning programs have effective measurement tools and data collection processes to produce quality information that proves and supports client success.	*To improve Outcomes, coordinator will review post-tests to determine which questions are most often missed and make recommendations to Program Director for adjustments to the lessons and/or revised language for post-test questions.*
Staff and Volunteers	4	High-functioning programs have qualified staff with longevity who: demonstrate buy-in to the mission of the organization; have a clear understanding of program goals; achieve program objectives; contribute to continuous improvement; and act as positive ambassadors of the organization in the community.	*All staff will receive training on trauma-informed care through the ABC agency to improve sensitivity to client needs.*
Leadership Engagement	5	High-functioning programs have strong leadership teams that: create a culture of quality that supports organizational values and responsibilities; understand day-to-day program operations and staff needs; observe programming and provide feedback; communicate regularly with staff regarding goals/objectives; lead/participate in continuous improvement processes; and engage their Boards and the community in the mission of the organization and the programs that support it.	*Executive Director will observe programming at Location A and Location B and provide feedback to staff for program improvement and staff development purposes.* *To engage the Board in a proactive solution, the Executive Director and Program Director will present financial data and anecdotal evidence regarding gaps in Child Care Connection (CCC) reimbursements and the resulting effect on clients and the agency.*
Resource Development and Fund Diversity	6	High-functioning programs are able to strengthen and stabilize the financial position of the program by developing diversified revenue streams.	*Program Director will apply to the XYZ Foundation for funds to support program expansion in order to serve clients on the waiting list.*
Other –Space for additional CIP or CIP not in above categories	7	Space for an additional CIP from one of the above categories, or for a CIP that does not fit into the above categories.	*Examples of CIPs that could fit in this category include, but are not limited to partnerships, collaborations, program visibility in the community, educating legislators, board development/involvement, and strategic planning.*