

**KECCS Implementation Tracking Tool**  
**Instructions for Adding and Updating Activities**

**Activity Name**

Please provide a short “title” for your activity. The activity name will be used to help you quickly locate the activity for updates and reporting purposes.

**Counties served**

Select all counties that are involved in or served by *this activity*. If your activity is focused at the state-level, select “State.”

**Activity Description**

Please provide a brief narrative description of the activity. If you use acronyms in your description, provide the full name as well.

**What is the measurable Output/Outcome?**

Please provide a brief narrative description of the measurable outputs and/or outcomes resulting from this activity.

- An **output** is a quantifiable measure of products, services, or consumers served by this activity. For example, outputs would include the number of brochures distributed, the number of parenting classes offered, or the number of parents who attended those classes.
- An **outcome** is a quantifiable measure of change or improvement within a service or for consumers resulting from services received as a part of the activity. For example, outcomes would include change in parenting knowledge or skills measured by pre/post-tests around a parenting class or change resulting in improved quality of child care centers.

**Partners**

Select all agencies or organizations that are partners for this activity. Partners are agencies outside of your organization that were involved in the development and/or completion of this activity. If a partner agency is not listed in the drop down menu, select “Other,” click below the Partners box, and type the name of the partner agency in the “Other” box provided.

**Funding Sources**

Provide as much information as possible about the source of funds for this activity, including the type of funding, the name of the grant or specific fund (if applicable), and the organization providing the funding.

**Start date**

Indicate the month and year that planning and development of this activity began. Please estimate to the best of your knowledge. If the activity has been ongoing (e.g. a project that began several years ago that is just now being linked to the KECCS plan), select “None.”

**Projected Completion Date**

If not already completed, indicate the month and year when you anticipate that the activity will be completed. If the activity is not time-limited, select “None” to indicate that there is no projected completion date at this time and the project is ongoing.

**Current Status**

Indicate whether the activity is:

- In Planning – not yet started, in development
- Active – currently underway, being implemented
- Completed – finished through the anticipated or planned conclusion of the activity
- Discontinued – never implemented or ended prior to the planned completion of the activity

**Completion Date**

Indicate the month and year that the activity ended. If the activity is not time-limited, select “None” to indicate that there is no completion date at this time and the project is ongoing.

**Is there an evaluation of this activity that can be used by KECCS?**

Please indicate how your activity is evaluated, if applicable. This may include reports, survey results, research results, or other types of evaluation. If you would be willing to provide KECCS with your evaluation, please e-mail materials and/or information to [keccs@ku.edu](mailto:keccs@ku.edu), or contact Rebecca Gillam at (785) 864-7123.