

**DEVELOP AND IMPLEMENT A MANAGEMENT INFORMATION SYSTEMS FOR HEWLETT FOUNDATION  
FUNDED RESPONSIBLE FATHERHOOD AND MALE INVOLVEMENT PROJECTS IN NORTHERN CALIFORNIA**

The William and Flora Hewlett Foundation, Menlo Park, CA

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**Project Summary:** This four-year project resulted in the development and full implementation of management information systems by nine Hewlett Foundation responsible fatherhood grantees in Northern California. Project staff from Johns Hopkins University, Capital Research Corporation, and Aguirre International worked closely with staff at each of the grantees to develop automated systems tailored to the individual needs and requirements of each program. The MIS at each site are intended to provide a core set of useful and reliable participant-level data, which enables grantees to analyze their programs in considerable detail for monitoring and evaluation purposes. For example, the MIS system provide program managers and staff with the ability to systematically analyze participant characteristics, types of services delivered and intensity provided, and results or outcomes for clients and their families (e.g., whether participants enter employment, establish paternity, pay child support, and increase visitation with children). Overall, the MIS are intended to strengthen the capacity of individual grantees to track participants, tailor services to needs of individual participants, and analyze program results systematically to enhance program operations over time. This project built upon an earlier responsible fatherhood MIS developed under a recently completed project for the U.S. Department of Health and Human Services (DHHS). Key project activities included the following: (1) meet with fatherhood grantees to determine their MIS needs and requirements; (2) design and develop database systems (using Microsoft ACCESS) which are responsive to the needs of the Hewlett Foundation and each of the grantee sites (including customizing the system to meet the needs of individual grantees); (3) provide each grantee with computer equipment and software to operate the system; (4) provide each grantee with financial support to help the grantees pay for the cost of staff to operate the MIS; (5) install the MIS at each grantee; (6) orient and train grantee administrators and staff on how to operate the system in a cost-effective and appropriate manner; (7) periodically review progress of the grantees in using the system and quality control data to ensure high quality and valid data are being entered into the system by each grantee; (7) provide ongoing technical assistance and troubleshooting; and (8) assist grantees in making optimal use of the MIS for management, monitoring, and evaluation purposes.

**Report:**

J. Trutko and B. Barnow, *Guidebook to the Participant Management Information System*, prepared by Johns Hopkins University, Capital Research Corporation, and Aguirre International, Capital Research Corporation, prepared for the William and Flora Hewlett Foundation, 2003.