

EBHV 3 Quarterly Progress Report Tip Sheet

General Information

- If you are billing for third party reimbursement for your home visiting program, provide the reported third party reimbursement received during the current reporting quarter. This should be received reimbursement, not estimated reimbursement.
- Review and update the key contact list.

Measurable activities

- Provide succinct updates on any progress made in completing work plan objectives and activities in the space next to the current quarter. We ask that you add to the document each quarter so that the report provides cumulative information on your progress. See the example below.

3. Continuous quality improvement; identify CQI team and develop CQI work plan.	Activities	Time Period	Quarter/Progress	
Continuously measure, review, and improve services as issues/challenges are identified	-incorporate training modules into measurement and model review process	5/1/19-7/1/19	Quarter: 5/1/19-9/30/19	Progress: Attended CQI collaborative webinar and began developing a plan with technical assistance team for implementing CQI project
			Quarter: 10/1/19-12/30/19	Progress: Conducted baseline data collection for CQI collaborative. Identified a parent partner to
	-implement monthly check-in and consultation with technical assistance team	6/1/19-5/31/20	Quarter: 1/1/20-3/31/20	Progress:
		Quarter: 4/1/20-6/30/20	Progress: 	

Last quarter information

Current quarter information

- If no progress has been made on an objective or activity, state this, and why progress was not made.
- You do not need to provide lengthy narrative descriptions. Updates can be simple, bulleted points where possible.
- Please indicate quarter by dates, not by quarter number.
- Once progress over four quarters has been compiled in the report, delete each previous quarter and begin again from the top.

Success Story/ies

- Success stories are a great way for us to see the impact of your program in ways that may not be captured in the work plan progress updates. These can be stories about individual families that home visitors are working with or successes for the program as a whole including lessons learned, program improvements, and special recognitions.
- We may request permission to share these success stories in Tuesday Topics or other communications materials to demonstrate the success of family home visiting programs across the state.