

**Site Quarterly Reporting Form**

In an effort to ascertain the progress made and challenges addressed during the implementation of the QIC-AG and to provide information for the Semi-Annual Report and the Center Evaluation, each site is required to complete and submit a Quarterly Report. The report should be completed by the Site Implementation Manager in collaboration with the QIC-AG Site Consultants. It is critical that the report provide a comprehensive picture of the activities that were completed and milestones achieved over the reporting period including accomplishments of tasks designated on the work plan, team meetings, barriers that were encountered, and changes made to the implementation, dissemination, and sustainability plans. The due dates and periods covered in the reports are:

**Report Due March 30th 2016:** Covers Jan, Feb and March

**Report Due June 30th 2016:** Covers April, May and June

**Report Due Sept. 30th 2016:** Covers July, August and September

**Report Due Jan 15th 2017:** Covers Oct, Nov and December

Once completed, the quarterly report and your **most current** **work plan** should be sent to the QIC-AG Site Consultant for review and comment. When finalized, the Site Consultant will upload the report to Share File to the following folder ‘*consultants/reporting forms/draft quarterly site reporting forms’* so it can be accessed by QIC-AG leadership.

1. **Name of person(s) completing form:**
2. **Name of the site:**
3. **At what stage of implementation is your site?** If during the reporting period the site completed one phase and started another please check both phases.

**Identify and Explore** (Collecting and analyzing data, forming teams and workgroups, meeting with stakeholder groups).

**Implementation Planning** (Development of the IDIP which is a well-developed, logical approach to implementation that delineates the intervention that is being implemented, how the system will be readied to support the intervention, and who is going to do the work that needs to be done to ready the system as well as the key components of the site specific research question.)

**Installation** (Develop implementation supports such as structural and functional changes, selection of first implementers, identification of training resources and logistics, development of coaching and support plans for practitioners)

**Initial Implementation** (The first clients receive the intervention, usability testing occurs, implementation supports developed, data systems in place for measuring and reporting outcomes, documentation of initial implementation challenges, monitoring and support systems in place such as feedback processes from practitioners to agency administrators, agency leadership and implementation teams use data to make decisions, improvement processes are employed to address issues

**Full Implementation** (Intervention is fully operational with full staffing complements, full client loads, and being conducted with fidelity, referrals are flowing according to the agreed upon inclusion/exclusion criteria, practitioners carry out the evidence-based practice or program with proficiency. and skill, managers and administrators support and facilitate the new practices. )

1. **Describe the evaluable intervention selected and how it supports the Theory of Change and meets the practice principles of your site’s interval.**
2. **Provide an overview of the critical cultural attributes of your population that will receive the evaluable intervention.**
3. **Does the evaluable intervention meet the cultural needs and characteristics of the targeted population?**

Yes No Unsure

If yes or unsure, explain:

If no, describe the adaptations that will be needed:

1. **Other than cultural adaptations that have been described in the prior question, are there any other adaptations to the evaluable intervention that need to be made to respond to the needs and characteristics of the targeted population** *(i.e. age, adoption competency, delivery method)?*

Yes No Unsure

**If yes describe the adaptations that will be needed:**

**If unsure, explain:**

1. **What are the major implementation activities that were conducted during the designated reporting period?** *This section should provide a summary of the work that was done and the accomplishments made. This section should align with the site work plan and provide a summary of the activities completed as well as those activities that were not completed including an explanation as to why it was not completed and plan for ensuring that it will be completed during the next reporting period.*

Identify and Explore:

Implementation Planning:

Installation:

Implementation:

1. **What are the major dissemination activities that were conducted during the designated reporting period?** *This section should provide a summary of any dissemination that was conducted regarding the QIC-AG. Do NOT include communication plan information (informing people involved with the project about the QIC-AG). This should reflect activities listed in the site work plan.*
2. **What are the major sustainability activities that were conducted during the designated reporting period?** *This section should provide a summary of any work done regarding planning for sustainability after the conclusion of the QIC-AG. This should reflect activities listed in the site work plan.*
3. **What are the major communication activities that were conducted during the designated reporting period?** *This section should provide a summary of communication activities not dissemination. This should reflect activities listed in the communication plan.*
4. **What are the major other administrative activities that were conducted during the designated reporting period?** This section should provide a summary of any administrative activities not captured in previous questions that were conducted. This should reflect activities listed in the site work plan.
5. **List all of the significant meetings that took place during the designated reporting period.** *For each meeting list the following information: 1) date of meeting; 2) type of meeting – SAT, PMT, stakeholder, implementation, etc.; 3) primary goal(s) of the meeting; 4) major accomplishments that came out of the meeting. Do NOT include SIM weekly calls, SIM quarterly all site meetings, weekly meeting between SIM and QIC-AG team.*

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| Date of Meeting | Type of Meeting | Primary Goal(s) and Major Accomplishments that cam out of meeting |
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1. **Describe any site-specific capacity building that took place during the reporting period. Site-specific capacity building serves to develop the capacity of the site’s organizational structure and service delivery system as it relates to the QIC-AG target populations***.* **For each capacity building activity: 1) describe the activity, 2) indicate the number of the element domain(s) or interval(s) related to the activity, and 3) describe how the activity will help or has helped to build capacity.**

*Capacity building can focus on the enhancement of Element 1 (macro-level) or Element 2 (Continuum Framework) of the Continuum Assessment.* Listed in the table below are descriptions of capacity building for the QIC-AG project for Element 1 and Element 2. Please refer to this table to answer Question #14.

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| Element 1 (Macro-Level)  Domains | Element 2 (Continuum Framework)  Intervals |
| 1.1 Infrastructure, Functioning, Operations *The structures and models that are in place within an organization that allows it to function and operate.*  1.2 Knowledge, Ability, Attitudes *Individual-level perspectives, skills, and wisdom that are inherent or acquired through experience or education.*  1.3 Critical Reflection and Evaluation *The intellectual and practical act of valuing and measuring states of being, progress along dimensions, and outcomes using empirical methods. The ability of individuals within an organization, system, or community to critically think about the trajectory of an issue, the steps and changes that have already taken place and the measurable outcomes desired.*  1.4 Resources *Assets held by individuals or groups of individuals that are useful to or necessary for the achievement of a common goal. Resources can include financial capital, human capital, facilities, technology, supplies and equipment, and access to information.* | **2.1 Stage Setting** *Find or recruit relative placements, engage birth and foster families, and encourage connections between birth and foster families.*  **2.2 Preparation** *Provide critical information to prospective parents or guardians, facilitate contact agreements between birth and adoptive/guardianship families, identify and address child’s high risk behaviors, and assist relative caregivers with managing dynamics specific to kinship relationships.*  **2.3 Focused** *Tailor recruitment or matching services to needs of the child, equip adoptive parents and guardians with resources and supports, and develop post-permanency plans.*  **2.4 Universal** *Proactively offer services to post permanency families, maintain on-going connections, re-enforce the availability of services, and provide on-going access to educational opportunities for post-families.*  **2.5 Selective** *Provide increased support to families at high risk of discontinuity based on risk factors identified before finalization of permanency arrangement, and make use of available data to target families at high risk of discontinuity.*  **2.6 Indicated** *Provide services at first indication of struggle to prevent the issue from becoming a crisis, provide a level of service to families beyond referrals, and accurately assess the level of need.*  **2.7 Intensive** *Deliver immediate response to families in crisis to decrease discomfort and stabilize discomfort, use adoption and trauma competent providers, assist families to manage multiple elements of a crisis event, strengthen family relationships, and increase confidence and competence of caregiver.*  **2.8 Management** *Focus on follow-up care, develop services that prevent relapse, and reinforce the availability of services.* |

1. **During this reporting period:**
2. How many clients received services for the first time?
3. How many clients continued to receive services? *(not counting those included in ‘a’ above)*
4. How many clients completed the intervention?
5. How many clients dropped out prior to completing the intervention?
6. **Describe any contextual changes that have or could impact the work being done through the QIC-AG** *(i.e. significant policy, legislative, system or leadership changes that could or have impacted referrals, programs and services)*
7. **Describe any challenges that were encountered during this reporting period and how these challenges are being addressed.**
8. **Describe any revisions that were made to the attached site work plan during the reporting period including the elimination/addition of tasks and changes in dates.**
9. **Provide a summary of the major implementation activities that will be started, continued or discontinued during the NEXT reporting period.**

Identify and Explore:

Implementation Planning:

Installation:

Implementation:

1. **Provide a summary of the other major activities that will be started, continued or discontinued during the NEXT reporting period.**

Dissemination:

Sustainability:

Communication:

Other Administrative: