

National Quality Improvement Center

QIIC • AG

Adoption & Guardianship
Support and Preservation

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Department of Health and Human Services,
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Spaulding for Children
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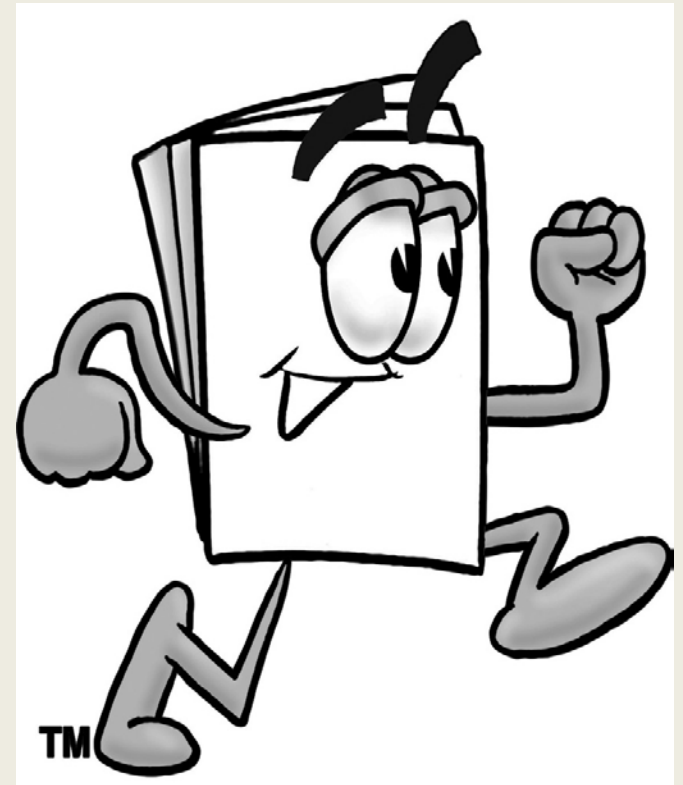
Updated 3/9/16

PRESENTING.....

The Site Quarterly Reporting Form

Information that will be covered during this presentation:

- Purpose of the form
- Process for completing the form
- Overview of questions on the form
- Process for submitting the form



WHY ARE WE BEING TRAINED ON THIS NOW???



- We developed a quarterly reporting form prior to our involvement with the sites. The report that was submitted in January was the first time it was completed with site input.
- After reviewing the last quarterly reports we realized that:
 - We need to revise some of the questions
 - We need to make the questions clearer
 - We need to provide more training on the completion of the form

PURPOSE OF THE FORM

- Provides a historical record of the work that is done with the sites over the project.
- Provides information that is needed for us to complete the Semi Annual Report (SAR) for the Children's Bureau.
- Provides information that will be important for the evaluation.
- Helps the QIC-AG leadership team identify themes among sites and stay up to date on the progress taking place in each site.

PROCESS FOR COMPLETING THE REPORTING FORM

Have a system in place that allows you to track information throughout the quarter.

Don't wait until it is due to remember all that took place.



PROCESS FOR COMPLETING THE REPORTING FORM

- Should be completed based on your recorded information throughout the quarter and review of the site work plan.
- Form is completed in conjunction with the QIC-AG Site Consultants.
- Upon completion of the form, it should tell the 'story' of everything that took place within the site related to the QIC-AG initiative over the course of the quarter.

OVERVIEW OF QUESTIONS ON THE REPORTING FORM

A blank version of the form can be found on share files by going to:
partner sites/ document templates

Form is named:
quarter site reporting form 3-9 final



PROCESS FOR SUBMITTING THE REPORTING FORM

- Due dates- Always on the 30th of the month except for January report.
- Quarterly Site Reporting form AND the updated Site Work Plan are submitted to the QIC-AG Site Consultant.
- Site Consultants will upload to share files.
- Copies of the forms will be kept on share files under the sites so that you can access them in the future.

QUESTIONS

Additional Information on the QIC-AG
can be found at:

www.qic-ag.org



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