

Date Reviewed: 1-14-14

DADS Director: 

POLICY

In order to ensure contract compliance and ongoing quality improvement, contractors will submit quarterly and annual reports in a timely manner, as well as attend required meetings to reports progress and concerns, and be updated on current practices.

PROCEDURE

CONTRACT QUARTERLY REPORT

Grantee

In order to ensure compliance, each grantee will submit a quarterly report within one (1) month following the end of each quarter and prior to the DADS contract monitor's quarterly visit to their facility. Contract periods are July 1-September 30, October 1-December 31, January 1-March 31, and April 1-June 30. Quarterly reports are due by October 31, January 31, April 30, and July 31.

All quarterly reports must contain the following information:

- a. Number of staff hours completed in the quarter
- b. Total participants served in the last quarter
- c. Ethnicity of participants served
- d. Total number of groups, presentations, and/or other services
- e. How this program was effective in the last quarter in reducing drinking, marijuana and/or ecstasy use
- f. How this program was culturally responsive to client needs
- g. Any changes in staffing of your program in the last quarter
- h. Evaluation methods and outcomes for the quarter
- i. Challenges and concerns that have developed. What are the possible solutions?
- j. Other items as designated in the contract

Grantee

CONTRACT ANNUAL REPORT

In order to evaluate the success and effectiveness of the programs, each grantee will submit an annual report by August 1st, or a date otherwise specified, that summarizes services and outcomes for the prior fiscal year.

All annual reports must contain the following information:

- a. A cover sheet to include the name of the agency, funded program, Agreement for Services number, name and phone number of person submitting the annual report
- b. A paragraph description of the funded program
- c. Summary of activities and objectives
- d. Summary of outcomes data and deliverables provided
- e. Description of successes (must be specific in stating what worked)
- f. Specific description of challenges or barriers to implementation
- g. If the contract is renewed, how will the challenges be addressed?
- h. A roster of the project's staff must be attached
- i. Other items as requested

QUARTERLY GRANTEE MEETING ATTENDANCE

The DADS Prevention Division holds quarterly grantee meetings for education, capacity/coalition building, sustainability assistance and networking. Each agency is expected to provide at least one representative.

On occasion, a guest speaker will present Prevention material. At the grantee meetings, each agency will have a representative provide a brief program overview.

The activities shared by each agency during their presentation will include:

- Highlights of their program
- Evidence-based outcomes
- Materials and/or incentives produced and/or utilized by the agency or coalition
- Challenges, obstacles and milestones
- Request for assistance from neighboring community agencies