
Improvement Planning Progress Reporting: An *Early On* Coordinator's Guide

Managing the improvement plan progress reporting (IPPR) portion of the service provider self-review (SPSR) is the responsibility of the *Early On* coordinator. This guide will help you prepare for and submitting your service area's improvement plan progress reports.

PART 1: ABOUT PROGRESS REPORTING

The IPPR component of the SPSR is the method used by service areas to report the status on progress toward improvement plan goals. The purpose of IPPR is to document the occurrence of tasks and activities, the outcomes of the tasks and activities, and progress toward evidence of change. IPPR is required for all improvement plans

PART 2: THE IPPR PROCESS

The *Early On* coordinator will initiate development of the progress report by collecting the following information:

- A list of improvement plan activities completed during the reporting period
- The results of the plan activities
- Any data collected related to the required evidence of change

IPPRs are submitted quarterly after the submission of an improvement plan. The due dates are March 1, June 1, September 1, and December 1.

PART 3: ENTERING THE DATA INTO THE SPSR ELECTRONIC WORKBOOK

The information captured on the paper review forms must be entered into the SPSR electronic workbook. The *Early On* coordinator should determine who will enter the data and when it will be done, and then plan accordingly. Information about using the SPSR electronic workbook will be available in late fall of 2007.