

Submitting Progress Reports for *Early On*[®] Determinations Improvement Plans

Follow these steps to record and submit quarterly progress reports.

1. In Microsoft Word, open the improvement plan.
2. Save the file with a new name, preferably similar to the previous name with the addition of “Q1RPT,” “Q2RPT,” “Q3RPT,” or “Q4RPT” at the end to indicate which progress report it is. (See green arrow below.)
3. In the “Task evaluation/measurement” column, insert the progress/status language in front of the existing language as shown by the yellow arrows below.

Description of Findings:
Service area did not have any form of outreach to make either the public or the referral sources aware of available services and how to access them.

Evidence of Change (correction + improvement):
Service area will institute a marketing plan and will distribute public awareness materials. Next year's surveys will show increased understanding and recognition of Early On in this community.

12/1/07: INSERT DATA FROM RECORD REVIEWS HERE.

Tasks (strategies/methods/practices)	Justification for tasks/activities	Person responsible for task	Task due date	Task documentation/products	Task evaluation/measurement
<input type="checkbox"/> Data	*****	**Select Level**	*****	*****	*****
<input type="checkbox"/> Supervision	*****	**Select Level**	*****	*****	*****
<input type="checkbox"/> Collaboration	*****	**Select Level**	*****	*****	*****
<input type="checkbox"/> Infrastructure/resource management	*****	**Select Level**	*****	*****	*****
<input type="checkbox"/> Policy/procedure	*****	**Select Level**	*****	*****	*****
<input checked="" type="checkbox"/> Communication	When people see the materials on a regular basis, they will be more likely to report such recognition on annual surveys.	Early On coordinator Jane Doe, Director of Early On Services	6/1/2008	1. Purchase orders for printing and mailing awareness materials. 2. Awareness materials. 3. Copies of published articles.	12/1/07: Brock printed and mailed January. One article about Early On was published in the local paper on 11/5/07 (copy attached). Service area will perform its own informal survey of health care providers and other referral sources to see if they received and recall the materials.
<input checked="" type="checkbox"/> Technical assistance/professional development	Since EOTTA has numerous materials for raising awareness, they will teach us how to use them so that referral sources will take note of them.	Early On coordinator Jane Doe, Director of Early On Services	1/1/2008	1. Meeting notes from contact with EOTTA staff.	12/1/07: Task on EOTTA trained 10/10/07 (certification). EOTTA will provide certificate of training when service area has completed training in a satisfactory manner.

Page 1 Sec 1 1/2 At 3.8" Ln 20 Col 10 REC TRK EXT OVR

4. In the “Evidence of Change” field, document the findings from your file reviews. Insert a sentence or two about what you reviewed, how you chose the files, and what the result was. (See red arrow above.)
5. Save the document and e-mail it to Michele McManus (mcmanusm@michigan.gov) by December 1.