

Checklist to Fill Out the Performance Measures Progress Report

You will need:

- A printed copy of the Performance Measures Progress Report PDF
- A printed copy of your county's most recent Statewide contract amendment which includes Attachment B-1 (Budget) and Attachment C (Work Plan)
- Access to your Case Management System
- Access to your system that tracks trainings, experts, and investigators

⊗ DO NOT START FILLING OUT THE REPORT UNLESS YOU HAVE THESE THINGS ⊗

It would be helpful to have:

- Prior submitted Performance Measures Progress Reports

Steps

1. Gather the supplies, above, including a printed copy of the Performance Measures Progress Report PDF.
2. Complete a draft of the Performance Measures Progress Report PDF.

⊗ DO NOT open the QuestionPro link until you have completed the draft PDF ⊗

3. Check and/or confirm with the providers that the information you have gathered in the PDF is accurate. It is imperative that you provide accurate and complete data.
4. Fill out the form in QuestionPro. To submit, click "DONE."
5. Print a copy of the submitted Progress Report and file it for your future use.