

SEMI ANNUAL PROGRESS REPORTING

ELIGIBILITY

Contractors meeting all of the following criteria may be eligible for semi-annual progress reporting:

- The nature of the program does not necessitate quarterly progress reporting.
- Contractor has a history of submitting timely reports and complete data or is a new contractor.
- Contractor has a history of service levels typically being on target.

PROCEDURE TO REQUEST SEMI-ANNUAL PROGRESS REPORTING

At the time of contract renewal or contract development, First 5 Ventura County staff will determine eligibility based on set criteria.

REPORTING PROCEDURES

- Contractor will submit progress reports, including participant, service level, and outcome data, on January 30th and July 30th of each year for a 6-month reporting period.
- Data entry protocols require at a minimum monthly data entry.
- First 5 Ventura County staff will conduct random data checks to assure Funded Partner is in compliance with data entry protocols and data sufficiency criteria.
- Funded partners are required to submit brief monthly anecdotes or program highlights to First 5 Ventura County staff.