

NYS Home Visiting Program Quarterly Report
Narrative Guidelines
(1/30/07)



You are required to submit a quarterly narrative report as part of your contractual responsibility. The report should be titled with Agency name, contract number, year, and quarter (this should include dates). Attached to this report should be the quarterly data report that is described in the bullet below:

- See *Quarterly Report Data Submission Guidelines* for instructions for submitting paper copies of reports located in the HFNY MIS.

Also attached should be resumes for new staff hired, new forms or publications developed during the quarter, activity flyers, and meeting minutes that would be applicable.

The narrative portion should include the following information:

STAFFING

- Who left the program and why, and when
- Who was hired and when (resumes should be attached)
- The impact this turnover has had on the program

TRAINING

- See attached quarterly report data

QUALITY MANAGEMENT ACTIVITIES

- Any activity used to determine the level of quality of services provided
- Surveys or input from the community or families served on the quality of services
- Forms/ tracking mechanisms revised or developed to measure quality
- Technical assistance activities

OTHER ACTIVITIES RELATED TO PERFORMANCE TARGETS

- New referral sources established
- In-service presentations to referral sites or community based organizations

BARRIERS TO REACHING PERFORMANCE TARGETS

- Explanations to why specific performance targets were not met
- Other implementation issues

FUNDING AND PUBLIC RELATIONS

- Participation on Task Force Committees
- Advisory Boards
- Grants applied for
- Grants received and it's interface with the Healthy Families Grant
- Available funding in the community
- Partnerships developed
- Copies of signed agreements, MOU's, and press articles

OTHER PROGRAM ACCOMPLISHMENTS