

VDH REPORTING TEMPLATE FOR VERMONT YOU FIRST GRANTEES

Submit this report via email as a Word document attachment to **your VDH grant manager**

Grantee Name:	Report Submitted By <i>(name and email address):</i>
Grant Agreement Number:	Date Report Submitted:
Grantee Address:	Amount due:

Reporting Period (Please check one)

- 07/01/2019 – 09/30/2019 (due 10/30/2019)
 10/01/2019 – 12/31/2019 (due 01/30/2020)
 01/01/2020 – 03/31/2020 (due 04/30/2020)
 04/01/2020 – 06/30/2020 (due 07/30/2020)

Instructions: Please fill in requested deliverable items by checking the appropriate response box or written response in each text box under the deliverable task. Grantees are required to fill provide a response for each deliverable.

A. GRANT ACTIVITIES

Deliverable	
<p><u>Deliverable 1: Enrollment Report</u></p> <p>The Grantee will provide a quarterly enrollment report that includes a narrative of enrollment activities performed, the number of You First applications delivered to potential members, and the number of people enrolled in the program during the quarter using the template found in Appendix 2-VDH Reporting Template.</p>	
1.Number of You First applications delivered	
2.Number of You First members enrolled	
3.Narrative of enrollment activities:	
<p><u>Deliverable 2: Patient Navigation Report</u></p> <p>The Grantee will submit a monthly Patient Navigation Report using the format provided by the State in Appendix 3-Monthly Patient Navigation Reporting Template. The report will outline all Patient navigation activities provided by the Clinic Champion(s) and other clinic staff to You First members during the month.</p> <p><input type="checkbox"/> Completed and attached</p>	

--

5. Rutland Free Clinic Progress Report:

--

Deliverable 6: Evaluation Report

The Grantee will submit a written quarterly Evaluation Report that includes the date, time and duration of each evaluation focused meeting using the template found in Appendix 2-VDH Reporting Template:

- Not applicable. No evaluation focused meetings in the reporting period
- The following evaluation focused meetings occurred during the reporting period:

1. Date(s) of meeting(s)	
2. Time and duration of meeting(s)	

Deliverable 7: Quarterly Financial Reports-The Grantee will submit a Financial Report to the State within thirty (30) days of the close of each work period using the format included in Appendix 1-FINANCIAL REPORT TEMPLATE.

Please attach any documents to this report (i.e. Health System Interventions Plan, Quarterly Screening Data Report, etc.)

B. KEY ISSUES AND TECHNICAL ASSISTANCE NEEDS

Highlight specific challenges and needs facing your grant and any action taken For outstanding challenges and needs from previous quarters, re-list the issues and recommendations, and add actions taken, etc.

Challenges/Needs

C. ADDITIONAL INFORMATION

Discuss any other information relevant to your grant

Click or tap here to enter text.

Reports are due at the end of each work period. Please see Attachment B of the Grant Agreement for the timetable of reporting on a project's progress. If a progress report will be submitted late, please contact the State and provide an anticipated delivery date. If the project has a scheduled payment, the payment will be held until the progress report has been received and approved.