## APPENDIX B: YOU FIRST REPORTING TEMPLATE

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

| | |
|---|---|
| **Grantee Name**: | **Report Submitted By** *(name and email address)*: |
| **Grant Agreement Number**: | **Date Report Submitted**: |
| **Grantee Address**: | **Amount due**: |

**Reporting Period** (Please check one)
☐ 04/01/2019 – 06/30/2019 (due 07/30/2019)      ☐ 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)

**Instructions:** Please fill in requested deliverable item by clicking on each text box under the bulleted task. Grantees are required to fill in each line, even if grantee has have moved on to the next phase of the project (i.e. implementation). Grantee responses for "completed" deliverables may be brief and include any updates OR you may copy and paste responses (if still applicable) from past work period reports and include any updates (or state "No updates").

### A.  GRANT ACTIVITIES

| **Deliverable** |
|---|
| **Deliverable 1: Community Health Worker Reporting**<br>The Grantee will submit a quarterly report within thirty (30) days of the closing of each work period that documents the following:<br><br>Community Health Worker Training<br>• Title of training attended<br>• Training goals<br>• Training topics<br>• Training dates<br>• Method(s) of training<br>Click or tap here to enter text.<br>Outreach<br>• Outreach topic<br>• Population contacted<br>• Outreach method used<br>• Date, time, and frequency of outreach<br>• Other relevant details<br>Click or tap here to enter text.<br><br>Recruitment Report<br>• Population of recruited members<br>• Date and frequency of recruitment<br>• Attach a deidentified list of people recruited into the You First Program<br>Click or tap here to enter text. |

Self-Management Classes
- Date, time, and topic of class
- Name of instructor
- Attach a deidentified list referred attendees

Click or tap here to enter text.

Evaluation (if activities were held)
- Date, time, and duration of evaluation activities
- Evaluation topic(s) discussed
- Next steps in evaluation process

Click or tap here to enter text.

The final work period (January 1 – March 31, 2020) report should include a narrative of barriers and successes of the work for the year.

Click or tap here to enter text.

*Please attach any documents to this report (i.e. algorithms, flow charts, pathways, etc.). Label the documents with the corresponding deliverable.*

## B. KEY ISSUES AND TECHNICAL ASSISTANCE NEEDS

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

| Challenges/Needs | Action taken | Date/time of TA | Method of TA (in person, phone, email, etc.) | Resolved or ongoing? |
|---|---|---|---|---|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## 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.*