

WHY REPORT?

Decreased

Increased

Presented

20 Percentage points

50% increase

Conducted

New Policy

Enlisted

New Practice

Recruited



Why Report

Quarterly reports are a *requirement in the contract* that provides funds from the Arkansas Department of Health and the Tobacco Prevention and Cessation Program.



Why so much emphasis on reports?

- Track progress on achieving objectives
- TPCP reporting to the CDC, state legislators, the Tobacco Control Board, and others
- Maintain or obtain funding for your community/school
- Obtain funding for tobacco prevention and cessation programs in other locations by demonstrating the benefits of the funding and documenting results
- Validate implementation of CDC Best Practices

What Happens to my report?

⊘ Does not disappear into the electronic world of GEMS.

⊘ Is not stacked back in some computer file never to be read or used.



Quarterly reports serve the following purposes:

- Information from the reports is used to compile the program's report to the CDC as required in their grant to the state.
- Information is provided to state legislators, the Tobacco Control Board, and others
- Information is compiled and reported as aggregate results
- Specific examples of Community Action and Community Change are compiled utilized

Critical Importance

- ⊘ The quarterly report is *not* something you should do just because it is required.
- ⊘ It is *not* something you should do in a hurry at the end of the quarter to meet a deadline.

Document event and/or outcome

Wonderful, marvelous activity



Astonishing results



Not documented in your report



It did not happen.

The reason you get out of bed in the morning...

is to accomplish something in your work plan that you can report.



It is that important!



Reporting Guidelines

- Quarterly Reports are to be submitted through GEMS by the *first Monday after the end of the quarter*.
 - For FY 12 those dates are:
 - ▶ October 3, 2011
 - ▶ January 2, 2012
 - ▶ April 2, 2012
 - ▶ July 2, 2011
-



Enter Monthly

- Prefer that activities be entered at least monthly.
- There are several advantages to this:
 - ▶ Avoid end of quarter rush to get activities entered and report submitted by the deadline
 - ▶ Prevent unexpected circumstances causing the report to be late and/or inaccurate
 - ▶ Provide TPCP with snap-shot information for response to requests from legislators, Tobacco Control Board and others

No Late Reports

- Importance of the report
 - Due dates of the report
 - Activities entered monthly
- ➔ *The expectation is that no report will be late.*

No Rating Less Than Satisfactory

- Grant Administrators are available for technical assistance in preparing your reports.
 - They will provide review and feedback on reports between the due date and the date the reports are pulled by TPCP.
-
- ➔ *The expectation is that nothing less than a “Satisfactory” rating will be reflected on the Quality Management Report.*
- However...



Should The Unexpected Happen...

- Late reports will receive a “Needs Improvement” rating on the Quality Management Report *regardless of the quality of the Activity and Outcome Narratives.*
-

Additional Suggestions

- Entries that have been entered and saved *will not show up in the report*. You must hit **Save**, then **Refresh**.
- Reports with spelling or typographical errors reflect a lack of interest in the quality of the report.
 - ▶ Write activities in Word and paste them into the GEMS could remedy this.
-
- Proofread your data entry.
- Look back over your report to see what might be missing
- Do not wait until the last minute—try the monthly suggestion.



Improving Reporting: Activities

- **Activities**
 - ▶ All activities should be conducted as stated in the work plan and reported in GEMS.

- **Activity Narrative**
 - ▶ Use Planned Activity stated in past tense
 - ▶ Include specifics of the activity



Example

- **Activity from Work Plan:**
 - ▶ Enlist health care providers in making cessation information available to patients

- **Reported Activity:**
 - ▶ Enlisted Morgan Clinic, Braxton Medical Center, and Compton Obstetrics Office in making cessation information available to patients.



Example

- **Activity from Work Plan:**
 - ▶ Educate community through various community events about Act 13 and the health hazards of smoking in the car.

- **Reported Activity:**
 - ▶ Educated community members at Tulip Festival about Act 13 and health hazards of smoking in the car.



Example

- **Activity from Work Plan:**
 - ▶ Conduct media campaign in local newspaper and on radio stations to increase awareness of changes to Act 13.

- **Reported Activity:**
 - ▶ Conducted media campaign in North Arkansas Journal to increase awareness of changes to Act 13.



Improving Reporting: Outcomes

- **Outcomes**

- ▶ All activities that are designed to achieve an increase/decrease *should be planned* with a way to measure the result of the activity.
-
- ▶ This includes:
 - ◆ Show of hands
 - ◆ Pre/post test
 - ◆ Sign-in sheet with check list
 - ◆ Tally sheet



Outcome Narrative

- Reports the results of the activity
 - ▶ *Does not contain a repeat of the activity narrative*
- Includes data that shows increase/decrease
- Uses text from the Outcome Description
- Contains accurate calculations for percent of change

Example 1

- **Activity from Work Plan:** Educate community about Act 13 and the health hazards of smoking in the car through various community events.
- **Outcome Description:** Increase awareness of the dangers of tobacco use and secondhand smoke.

- **Incorrect:** Increase in awareness from 40% to 100%.
- **Correct:** Increase in awareness among the 37 participants from average score of 40% to 100%.

Example 2

- **Activity from Work Plan:** Educate community about Act 13 and the health hazards of smoking in the car through various community events.
 - **Outcome Description:** Increase awareness of the dangers of tobacco use and secondhand smoke.
-
- **Incorrect:** Increase in awareness from 15 participants to 37 participants
 - **Correct:** Thirty-seven people participated. 15 said they were aware of the health consequences of tobacco use and secondhand smoke. This is an increase of 147%.



Example 3

- **Activity from Work Plan:** Educate community about Act 13 and the health hazards of smoking in the car through various community events.
 - **Outcome Description:** Increase awareness of the dangers of tobacco use and secondhand smoke.
-
- **Incorrect:** Increase in knowledge among participants demonstrated by show of hands.
 - **Correct:** Increase in awareness from 8 to 17 participants who were familiar with Act 13 based on pre/post show of hands.



Review

- Reports are due
 - ▶ Quarterly—1st Monday after end of Quarter
 - Enter activities
 - ▶ At Least Monthly
 - Click Save and
 - ▶ Refresh
-

Don't Wait Until the Last Minute



GEMS Should Be Easier To Use



Happy Reporting

