

## Reporting Checklist

*Using this checklist to review your report to determine if it is complete.*

**Does the report restate the program's performance measures?** Yes No

**To determine if the report describes progress toward achieving desired outputs and outcomes during this reporting period, answer the following questions.**

Does the report describe the activity? Yes No

Does the report describe the beneficiaries? Yes No

Does the report describe the number of people served? Yes No

Does the report describe the desired result of the program? Yes No

Does the report describe the indicators used to measure the desired result? Yes No

**To determine if the report notes service activities in which the program has engaged, answer the following questions.**

Does the report describe how the program measured their desired result? Yes No

Does the report describe who administered the instruments? Yes No

Does the report describe who completed the instruments? Yes No

**To determine if the report describes relevant performance measurement data, answer the following questions.**

Does the report describe the results of the analysis of the performance measurement data? Yes No

Does the report include qualitative information to illustrate the statistics or quantitative information? Yes No

Does the report compare the performance measurement results with the output and outcome targets? Yes No

**Does the report state ideas for improvement or any next steps?** Yes No