



2011-2012
Quarterly Progress Report (QPR) Cover Sheet

Organization:

Contract #:

Program Name:

Progress Reporting Period: [] Qtr 1 (Oct) [] Qtr 2 (Jan) [] Qtr 3 (Apr) [] Qtr 4 (Jul) Contract Year: 1 2 3

RECENT CHANGE IN ORGANIZATION LEADERSHIP? NO [] YES [] (if yes, complete below)

PLEASE REMEMBER to share this contact information with your CS&O Research Associate & Project Manager directly via email.

Former Program Director:

Title:

New Program Director:

Title:

Phone:

Fax:

E-Mail Address:

Street Address:

Complete the following updates BEFORE submitting this document.

A signed and submitted QPR Cover Sheet signifies that the following updates are complete!

DUE BY THE 15th OF THE MONTH FOLLOWING QUARTER END:

OCERS Updates

- [] Prepare and submit Milestone update.
[] Answer State Questions.
[] Prepare and submit an Executive Summary.
[] Provide sustainability updates using the Other Funds/Sustainability Module.
[] Provide participant record (CDOM) updates.

Raw Data Submission

- [] Some programs collect participant data in an external data system; the data is submitted to the evaluator via web using the CS&O Data Portal.

Date uploaded ____/____/____

DUE BY THE LAST DAY OF THE MONTH FOLLOWING QUARTER END*:

Program Updates (deliver via certified mail or hand delivery to Program Officer)

- [] Complete and submit one (1) original QPR Cover Sheet, signed with blue ink.
[] Provide copies (with description) of marketing or program materials produced with First 5 Kern logo.
[] F5K Informed Consent Forms (include the following):
o PINK carbonless copies* of signed Consents.
o Photocopies* of Consent Refusals.
o Photocopies* of updated newborn Consents.

Date mailed: ____/____/____
or Date hand-delivered: ____/____/____

Number of guardians identified on the PINK copies submitted: _____

*Copies submitted must be dated between the first and last day of each quarter.

Fiscal Updates Quarter 4 fiscal claim is due Friday, 8/19/2011

- [] Prepare and submit fiscal claim in OCERS.
[] Print and submit one (1) original Paper Claim Form, signed with blue ink, to Finance Officer. Attach support documentation (i.e., General Ledger, Payroll Register).
[] Complete OCERS Tasks (Fiscal Audit, Inventory List) in OCERS (Q4 only).

Date mailed: ____/____/____
or Date hand-delivered: ____/____/____

I am an authorized representative of the above stated organization, and hereby certify that all data is current and true to my knowledge, as identified above; all documents requiring electronic submission have been submitted through OCERS.

Authorized Staff Signature

Date

Printed Name

Who, from your program, prepared this QPR Update (name/title)? _____