

WCRS 2020-2022 Reporting Guidance

Monthly Activity Report

This form needs to be filled out each month with information relating to the projects outlined in the workplan including screening events and projects with partners. The information in this report (# of screenings completed, gas cards, and cancer plan efforts) are reported to the Centers for Disease Control and Prevention. These reports should be submitted to the WCP by the 15th of each month.

Description of Tasks, Activities, and Events section

Use to track your daily tasks, activities, and events. This will benefit you when it is time to report on project completion. The more detail provided on this report, the easier it will be to fill in your project completion report.

- Date section should be utilized to help you identify key dates that will be reported on the completion report.
- Types of work/activities to include:
 - Names of providers visited and what topic areas were discussed.
 - Meetings to discuss, set up, or organize events and projects.
 - If reminder letters were sent out during this month.
 - Important phone calls, specifically any that result in action items.
 - Health fairs, expos, or other educational events where screenings were not provided.
 - Community events such as “Walk with a doc”, , lunch and learns, or other group education activities.
 - Name and contact information of any new partners.
 - Any other details you may need in order to fill out the completion report.

Resources Provided to Survivors section:

- List all resources provided for survivors, including number provided and funding source.
 - Wigs, scarves, breast prosthesis, pampering kits, etc.
- List any resources for support services
 - Mini grants, speakers, exercise equipment, sponsorships, gift baskets, etc.
- List all resources provided for survivors by partners in the area such as:
 - Information on cancer care plans.
 - Survivorship support or physical activity groups.
 - Any other resources, services, initiatives, etc. that focus on survivors.

Additional Resources section:

Specific types of screening and number of gas cards should be tracked on the general demographics sheet. Only report numbers for what was completed and distributed from the first day to the last day of the month you are reporting on.

- Provide the total number of completed screenings through any funding source other than WCP.
 - Do not count FIT kits.
 - If a client receives services over multiple months, indicate the completion of the screening on that month's invoices but do not report the completion in future months.
- The total gas card dollar amount distributed for screening appointments.
- The total gas card dollar amount distributed for treatment appointments.

Media Evaluation section:

If you had more than one media campaign within a month, answer all of the questions for each campaign.

- This section should only be completed after the event or media campaign is completed.
- Below are some questions to help evaluate media efforts:
 - If an event was advertised, did the event have the attendance you would have expected?
 - Did you see an increase in calls or referrals after the media campaign ran?
 - Did you identify if the appropriate media outlet was used for your specific message and target audience?
 - Should a different media source be used next time?
 - Are there media sources with a bigger/more appropriate audience to use?
 - Could the campaign be shorter or longer next time?
- If reporting on an event, enter event specific information as outlined on the form.
- If reporting on a media campaign, enter advertising specific information as outlined on the form.
- Report the total cost for each media campaign or estimate of cost if the media campaign was free.

Cancer Plan Efforts section:

- Add any events/activities and services happening in the region that relates to the objectives in the cancer plan.
 - Include information regardless of WCRS involvement and interaction

Radon Information section:

This section will assist with reporting for the Wyoming State Indoor Radon Grant.

- This section specifically applies to radon events and media only. Do not leave any relevant sections blank.
- If a radon presentation was given, provide all necessary information including the location of the event or activity, number of attendees, and length of presentations.
- Estimate the time spent preparing for events, activities, or presentations.
- Estimate the travel time to and from the events, activities, or presentations.
- Estimate the cost of any free media received such as partners sharing social media posts, or discounted or buy one get one free media campaigns.
- Include vendor booth space cost or any other cost related to radon.

Project Completion Report

This form needs to be filled out after the completion of the projects outlined in the workplan including screening events and projects with partners. The outreach and education coordinator will check in with each WCRS at least quarterly if no completion reports have been received.

Project Background and Description:

Fill in this section with the what and why.

- What was the purpose of your project?
- Was there a need for this particular project?

Project Implementation:

Fill in this section with as much detail as possible relating to the project and what was accomplished. This should include the when, where, and how many.

This section should include information regarding the project and how it progressed from beginning to end. Outline details such as reduction of barriers, or any other evidenced based interventions used. Examples:

- If reporting a screening event

- Outline the date of the event; how many people were in attendance; how many screenings were completed; how were those screenings funded; will there be any follow up for those who were not screened that evening; were there additional services available such as child care or transportation to/from the event, etc.
- If reporting on extended office hours
 - What were the extended hours; how long will this effort be continued; did the partner track the number of appointments or screenings during extended hours; were there any other barriers addressed such as language assistance, application assistance, etc.
- If reporting on client or provider reminders
 - What was the baseline data before the project started; how often is the report pulled for client reminders; how are clients followed up on to determine screening rate; were there any additional barriers addressed, etc.
 - What training was provided to providers regarding the reminders; was the system outlined from start to finish; were there any other staff members trained on the process; how will the partner determine success, etc.
- If reporting on sunscreen policies
 - Provide a copy of the policy that was outlined; how will the policy remain relevant and be revisited; how will the partner determine if the policy has been effective, etc.
- If reporting on a FIT Kit program
 - Outline the partner identified and the population that they serve; identify how they will purchase fit kits and track use and results; how will they identify eligible population; how will they continue the project, etc.
- If reporting on an HPV project
 - Outline the partner and project; if any incentives are being used; if there were any reduction of barriers such as waived fee or consent forms in other languages, etc.

Key Partners and Collaborators:

Fill in this section with information about who worked on the project and how they contributed.

- Did your partners contribute financially or with other resources?

Barriers, Challenges, and Successes:

Fill in this section with any challenges or successes faced during the project. Use this section to describe how you overcame any barriers, big or small.

Barriers and challenges are important to report out. They show that not everything goes according to plan and how you were able to adapt or change to still continue on with the project.

- Can the WCP assist in the future with any challenges?
- Is there a specific success story that stands out to you?
- Can the WCP offer any other technical assistance?

Project Evaluation:

Fill in this section with information on how you evaluated your efforts and how to improve or adjust.

This section will include the outcomes of your project.

- Detail any tracking mechanisms and information regarding project sustainability.

General Demographics Sheet

This form is used to track all assisted clients and will be used as a record of all gathered information on those clients.

- Fill out the form as complete as possible.
 - Age, gender, ethnicity, and race are not required but useful when reporting the population on clients utilizing WCRS services.
- Always indicate whether you are assisting the client with screening or treatment in the S/T column.
- Track gas funding amount by month.
 - If you assisted a client with gas funds over multiple months, keep track of amounts for each month in the notes column.
- Always track if the client is ongoing or if they have completed their screening. This will help you report your completed screenings at the end of each month on the Monthly Activity Report.
 - Only count the completed screening once.
 - If a client spans across several months due to diagnostic screening or because they are receiving additional services such as gas cards, you would only count them as one screening. You can utilize the note section to track the screening date if you choose.