



## MONTHLY REPORTS

Department: Office of Economic & Workforce  
Development

Effective Date: Oct 1, 2009

Policy/Procedure #: 116Y

Supersedes: July 1, 2008

### **Overview**

To ensure that providers are on track to meet contractual goals set forth for the program year, OEWD requires that providers submit monthly reports on the 10<sup>th</sup> of each month for the preceding month.

### **Reporting Content**

The Monthly Report is both a quantitative and qualitative form. The quantitative section provides year to date information on numerical goals agreed to for the program year, such as enrollment and placement. The qualitative section, or narrative, provides an opportunity for the provider to record other program information that is not necessarily quantifiable.

The narrative will describe the progress of the program by identifying elements such as goals versus accomplishments, problems encountered, service delivery highlights or any major fiscal or administrative changes. The narrative provides both OEWD and the provider the opportunity to document all elements of the program that would otherwise be overlooked.

### **Submission of Monthly Report**

The *Monthly Program Report Form* is submitted to OEWD's Contract Compliance Specialist which is due no later than the 10<sup>th</sup> of each month for the preceding month.