**LOHP Progress Report Instructions**

**January – June 2019**

January – June 2019 Progress Reports are due July 31, 2019.

Based on this reporting period, please include the following with the report:

* Completed Evaluation Plan, if not already submitted;
* Completed web based data form, if not already submitted;

       Brief summary of Successes, Challenges, and Lessons Learned;

       Summary or minutes from Advisory Committee (AC) meetings;

       Any materials developed such as fliers, marketing, fact sheets, etc.; and,

       List or picture of promotional items purchased.

If there were any changes to the following please also include with the report:

* Staffing changes
* List of AC members

       Schedule of AC meetings

As we move forward to the next phase of implementation, attached is an **example** template for what the report should look like.

**Using the existing July – December 2018 Progress Report please:**

* Modify the header to reflect January-June 2019.
* If there is a recently revised/approved Work Plan, ensure it is reflected in the Progress Report so they both have the same details for Objectives and the corresponding Activities.
* Add the new objectives/activities to the same template year after year, so there is a progressive record. Please date each entry in the Notes/Comments column so that it is easy to follow updates that coincide with each progress reporting period (July1 – December 31, 20XX, January 1 – June 30, 20XX).
* For Objectives 1 – 5,
  + As needed, please indicate how the activities are being maintained and supported.
* For Objectives NOT Selected by the LOHP,
  + If there is an Objective that was not selected and will not be reported on, please indicate, “*Objective not selected by LOHP (county name)*”.