

Program Quarterly Report Template

[Name of Grantee]

[Period of Performance]

During the period of performance covered by this report, please describe the program activities that took place in each of the following areas:

Program and Infrastructure Development

What planning goals were completed this quarter?

[e.g., training manuals completed, intake forms designed, community organization training developed, internal experts scheduled to speak].

Training/Orientation/Continuing Education Session(s)

What patient navigation training activities were completed this quarter?

[Please include continuing education and ongoing quality improvement for navigators].

Date	Length of Activity	Objective	Number PNs Attended	Number Other Program Staff Attended

Comments on Training:

Patient Navigator (PN) Staffing

How was the PN program staffed *this quarter*?

PN Category	Number
Total number PN FTEs	
Number PNs working less than 30 hours/week on PN	
PNs providing services	
PNs hired	
PNs resigned or fired	

Comments on Staffing:

PN Implementation

Please describe the number of patients assisted through each PN program. If there are multiple PN programs at your site, each having a different disease focus, please report the number assisted in each program. For example, please differentiate patients navigated for diabetes versus those navigated for cancer.

Number of Patients Receiving Navigation Services This Quarter	Chronic Disease Focus of Patient Navigation

Outreach Activities

What types of outreach activities were conducted this quarter (e.g., presentations, health fairs, brochure/flyer distribution, group screening, screening calls)? When was the outreach conducted? What was the disease focus of the outreach (e.g., breast cancer, diabetes, asthma)? If outreach was a presentation, where did it occur (e.g., church, community center, senior center, clinic)?

What is the targeted health disparity population/purpose of the outreach?

Date	Type	Disease Focus	Location	Targeted Health Disparity Pop	# Attended

Lessons Learned

What challenges were encountered, if any, and were there any lessons learned that might be useful for the future or for other sites? Please indicate what action your program took in response to the challenge. If no action taken, please specify this.

Challenge	Lesson Learned/Solutions Found

Technical Assistance

Are there any specific areas where technical assistance is needed?