

Quarterly Progress Report – Frequently Asked Questions and Most Common Errors

Updated October 10, 2017

This document lists some of the questions that were most frequently asked as well as issues that created the most confusion and/or resulted in errors. If you are unsure about how an activity should be counted or do not understand what should be entered in a field, please call Ramona in the CPRIT Prevention program office at 512-305-8417 before submitting the report. Discussing any confusion or unique situation often helps avoid the necessity of returning a report for rework.

1. **SAVE DATA**
 - a. If you close out of the report without saving, your data will be lost and you will need to re-enter all data. If there is no SAVE button on the page, the information will be saved automatically. You always have the option to EDIT or DELETE data before final submission.

2. **COMPLETE DATA ENTRY**
 - a. Complete all requested information about an activity. For example, it is not known whether a person has been previously screened, this should be recorded as NOT KNOWN

3. **COUNTY SELECTION**
 - a. If you do not have any activities to report from a county in the current quarter, do not select this county and then enter zeroes. If a county is selected, there must be at least one activity entered in the system.
 - b. If you select a county, you must have some activity to report for the quarter.

4. **CANCER SITE SELECTION**
 - a. If the activity is HPV-related or Tobacco-related, select ONLY HPV-related or Tobacco-related as the cancer site. Do NOT select other cancer sites such as cervix, lung, etc.

5. **CLINICAL ASSESSMENT definition**
 - a. Clinical Assessment is a selection in the Clinical Services section. A clinical assessment is a formal, billable medical procedure often used to determine if a person is eligible for further tests. This activity should be used ONLY for assessments that are performed prior to and separately from the actual clinical service to assess eligibility.
 - b. There must be accessible documentation that a formal assessment was completed. A clinical assessment should not be duplicative of the clinical service reported.

6. **NUMBER of NAVIGATION SERVICES and TOTAL NUMBER OF PEOPLE NAVIGATED**
 - a. Number of Services – Count the TOTAL number of navigation activities for each county during the quarter. This count is not a count of the type of activity, but is a total of all individual navigation services of all types provided to all people.

- b. Total number of people navigated – Count the total number of people who were provided navigation activities for each county during the quarter. This number may likely be the same as the number of navigation services because many of these services are provided on an individual basis.

7. NUMBER OF PROFESSIONALS EDUCATED

- a. Planning/Informational Sessions for staff should NO LONGER be counted. Professionals Educated should be used ONLY when training/new information is provided to either internal staff or to other professionals.

8. PROFESSIONAL EDUCATION SERVICES- OUTCOMES

- a. This activity is equivalent to Professionals Educated_Actions Taken on the previous report format. Generally, only those projects that educate professionals as one of their **primary** objectives should report the actions taken by a professional; this activity usually does not apply to clinical service delivery grants.
- b. Counts should not be duplicated here; grantee should select the final outcome and count that outcome only once.
- c. This outcomes tab should be used ONLY when you have documentation that directly ties the professional education with follow-up activities resulting from this education. In clinical service delivery grants, the clinical service itself that has already been counted is the outcome and should not be counted again under Outcomes.