

Appendix 7: Agency Quarterly Reporting Template

[Agency] : [MCO]

CHCO: [Name]

Agency Lead: [Name]

Submitted by: [Name, email, phone]

Quartered Covered: [FY, Q]

Root Cause				Actions to Be Taken	Cumulative Milestones			Status
1	2	3	4		Planned	Completed		
					#	#	%	
			✓	4.1 [Insert milestones/activities from Action Plan] {Indicate current status}				G
								Y
								R
								C

1	2	3	4	Accomplishments from This Quarter
			✓	6/30: 4.1.2 Created intra-agency workgroup to develop exit survey.

1	2	3	4	Milestones for Next Quarter
			✓	4.1.3 Develop agency-wide exit survey to determine why employees are leaving.

Description of Issues or Barriers	Mitigation Strategy

KEY			
C: Completed No milestones remaining	G: On-Track ≥ 80% of milestones completed or target achieved	Y: At Risk 60 - 79% of milestones completed or target achieved	R: Off-Track < 60% of milestones completed or target achieved

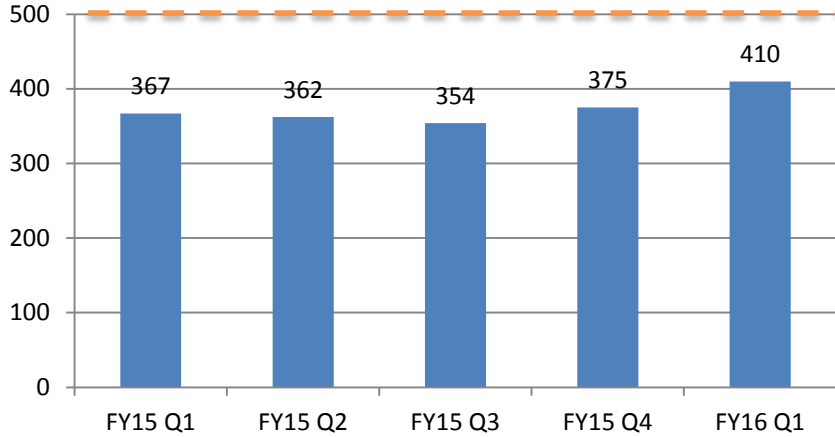
Active Metric Summary	<p>R: 1 G: 1</p> <p>Y: 2</p>	Last HRStat Review
		<p>[Date] [metrics reviewed]</p> <p>169</p>

Skill Gap Risk Reduction and Closure Metrics

FY16 Target: 500

Staffing Levels

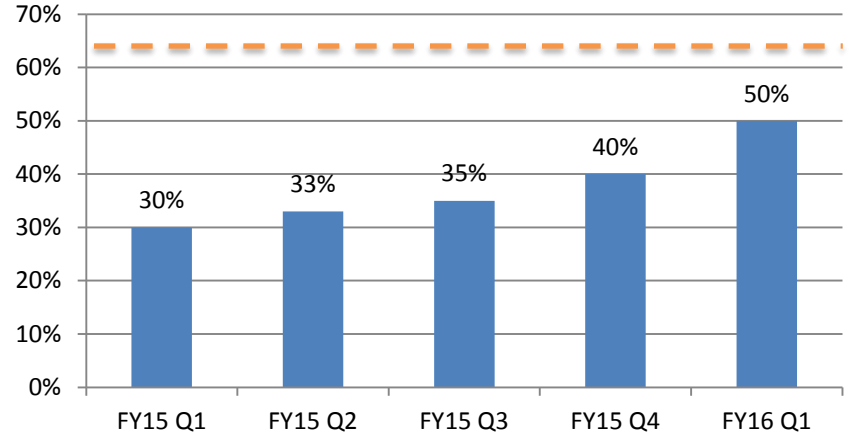
G



FY16 Target: 65%

Applicant Quality

Y

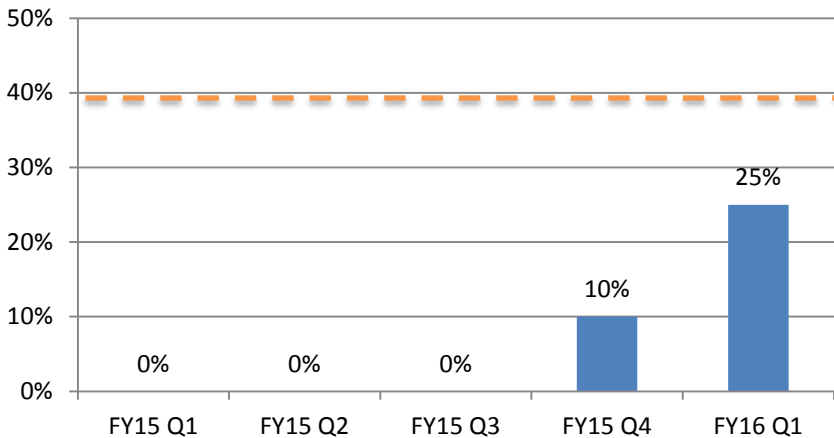


Monitoring Progress Metrics

FY16 Target: 33%

Supervisors Trained

Y



FY16 Target: 30

Outstanding Complaints

R

