

# ARIZONA FAMILY CAREGIVER SUPPORT PROGRAM (FCSP) QUARTERLY SUMMARY REPORT

Area Agency on Aging Region: \_\_\_\_\_ Report Period: \_\_\_\_\_

Report Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Director's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**1. Major activities and accomplishments during this period.**

Blank space for reporting major activities and accomplishments during this period.

**2. Problems/Barriers and how addressed.**

Blank space for reporting problems/barriers and how they were addressed.

**3. Dissemination activities (Outreach).**

Blank space for reporting dissemination activities (Outreach).

**4. Best practices or Caregiver program Innovations.**

Blank space for reporting best practices or caregiver program innovations.

**5. Technical Assistance or Support Needed from the State Office.**

Blank space for reporting technical assistance or support needed from the state office.

**6. Vignettes**

Blank space for reporting vignettes.

## Instructions for Preparing the Quarterly Report

### FORMAT

Quarterly progress reports should give the FCSP Coordinator sufficient information for a full understanding of FCSP program performance. No page minimum or limitations are prescribed regarding the length of the report. Fully respond to each of the information categories covered by the report.

### REPORT CONTENTS – Please follow this format

#### 1. Major Activities and Accomplishments During this Period

Summarize FCSP activities and accomplishments that occurred during the reporting period. Reference should be made to each of the services provided by the AAA's FCSP program and included in the AAA's current Methodology.

#### 2. Problems/Barriers and How Addressed

Describe any deviations or departures from the AAA's FCSP Methodology. Describe the problem, alternatives considered to resolve the problem, and the impact of the problem on achieving program goals and objectives.

#### 3. Dissemination Activities (Outreach)

Describe dissemination activities that occurred in the three-month period. Dissemination materials should be included as an attachment to the report (i.e. copies of flyers, newsletters/newspaper articles, new locally produced brochures, etc.).

#### 4. Best Practices and/or Caregiver Program Innovations

Describe best practices or caregiver program innovations that have been successful in the planning and service area.

#### 5. Technical Assistance or Support Needed from the State Office

Fully describe the type of technical assistance needed. Include rationale or reason for the requested support. Indicate whether on-site technical assistance is needed.

#### 6. Vignettes

Include anecdotal information or descriptions of situations where services provided through the Caregiver Program positively affected the lives of the caregivers or care recipient.