

**Santa Clara County/Behavior Health Services Dept.
Substance Use Prevention Services
Contract – Quarterly Report**

SECTION I – DATA COLLECTION

Please include the following:

Agency Name _____
 Name of funded program _____
 Report submitted by ___ Name, phone number and email of person submitting the report _____
 Date Report Submitted _____

Quarterly reports should be submitted in MS Word not PDF. Quarterly reports are due October 31, January 31, April 30, and July 31. Please check the appropriate box below for this report:

___ **Q1**- (July 1-September 30) ___ **Q2**- (October 1-December 31) ___ **Q3**- (January 1- March 31);and
 ___ **Q4**- (April 1-June 30).

A. SERVICE DELIVERABLES SECTION

Complete the following table each quarter:

Deliverables	Q1 (Jul 1- Sept 30)	Q2 (Oct 1- Dec 31)	Q3 (Jan 1- Mar 31)	Q4 (Apr 1- Jun 30)	Annual goal
Number of staff hours					
Number of unduplicated individuals served ^a					
Number of new groups/ presentations in this quarter					

^a Do not include participants counted in previous quarters

B. Enter the number of unduplicated participants served in each group this quarter in the boxes below:

African-American _____ Asian _____ Caucasian _____ Latino _____ Native American _____ Other _____

SECTION II – NARRATIVE

C. List any major successes/ accomplishments/ highlights experienced during this quarter that was effective in reducing marijuana, alcohol or ecstasy use.

D. How did you evaluate program efficacy? What were the results/outcomes? And what changes, if any, have you made to the program as a result of the evaluation outcomes.

E. Were there any changes in the staffing of your program? No _____ Yes _____, Please explain.

F. Progress towards resolving any areas of concern, deficiencies or challenges noted during previous or current quarter.

a. If challenges are ongoing, indicate progress made this quarter towards resolving the issue.

b. If you are not on track to reach your deliverables, please describe your plan to resolve these issues.

G. Attach workflow spreadsheet (for school-based programs only)