**Section 630.100 Reports**

The following reports shall be submitted:

a) Performance Reports

1) Federal legislation (Title V, Social Security Act of 1935, 42 U.S.C. 701 et seq.) requires the State Maternal and Child Health Program to submit an Annual Program Performance Report no later than ninety days after the end of the grant period. In order to comply with this requirement, the state agency must obtain an individual performance report from each MCH Project.

2) As part of the funding agreement with the Illinois Department of Public Health, projects are required to submit quarterly performance reports within 30 days after the end of each quarter. Annual performance reports are to be received in the Division of Family Health no later than 45 days after the end of the grant period.

3) Annual performance reports shall address the following points:

A) Comparison of the objectives enunciated in the approved project proposal with the actual achievements of the project.

B) Indicators of project productivity; e.g., clients served, encounters, referrals, tests performed, personnel trained, etc.

C) Scope and success of project outreach efforts.

D) Unresolved problems; e.g., with fiscal resources, external relationships, etc. and issues which need to be addressed in the future.

4) Quarterly performance reports shall address subsections (3)(A), (B), and (C) above.

5) The grantee agency shall comply with all specific program reporting requirements identified within the contract signed by the grantee and the Illinois Department of Public Health.

6) The original copy of this report shall be submitted to:

Division of Family Health

Program Administrator

Illinois Department of Public Health

535 West Jefferson Street

Springfield, Illinois 62761

b) Expenditure reports (See 630.20(d)).

(Source: Amended at 14 Ill. Reg. 11219, effective July 1, 1990)