**Periodic Performance Report (PPR)**

**SECTOR SUPPORT FUNDING CATEGORY**

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| Section A: Early Years Service |
| Service Name: |       |  | Early years service activities contribute to the quality of life for children and families. The Sector Support Funding Category outcomes may include, but are not limited to:* improving the capacity and capability of the workforce;
* improving the quality of service delivery or the physical environment; and
* increasing children’s participation in early childhood education and care.
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| Beneficiary Number: |       |  |
| Service Location: |       |  |
| Claim Period:  |       |  |

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| INSTRUCTIONS FOR COMPLETION OF THIS REPORT |
| 1. Collect data against performance measures listed under Section B (survey samples must be at least 30% of your total target group)
2. Enter data from Section B directly into QGrants

***Note****:* *Total number of children and parents/carers is required for the reporting period* ***and/or*** *annually.*1. Complete Section C reporting templates
2. Upload Section C templates into QGrants

**Please contact your Category Manager if you have any questions** |

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|  | Section B: Quantitative Reporting |
| No | Quantity (how much) | Counting Rules | QGrants Data EntryEnter the following data directly into QGrants |
| 1 | Total number of target group (individuals or services) for the **reporting period.** | Count the number of target group (identified in service agreement and schedules) who are accessing activities during the **reporting period** **once only**. |  |
| 2 | Total number of target group, for past 12 month period, accessing activities. | Total number of target group for the past 12 months.Count each target group who are accessing activities during the past 12 months. |  |

**ENTER DATA DIRECTLY INTO QGRANTS**

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| No | Quality (how well) | Counting Rules | QGrants Data EntryEnter the following data directly into QGrants.**Percentage will be automatically calculated in QGrants.** |
| 3 | Total number of target group (individuals, services) surveyed. | Count the number of target group surveyed **only once**. |  |
| 4 | Number of target group report they are satisfied with the activity. | Count the number of target group (identified in service agreement and schedules) surveyed who report that they are satisfied with the activity.**Note:** Percentage will be automatically calculated in QGrants. |  |

**ENTER DATA DIRECTLY INTO QGRANTS**

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| No | Effectiveness (Is Anyone Better Off) | Counting Rules | QGrants Data EntryEnter the following data directly into QGrants.**Percentage will be automatically calculated in QGrants.** |
| 5 | Total number of target group (individuals, services) surveyed. | Count the number of target group surveyed **only once**.**Note:** Percentage will be automatically calculated in QGrants. |  |
| 6 | Number of target group surveyed that report they are benefiting from participating in an activity. | Count the total number of target group (identified in service agreement and schedules) who report that they benefited from participating during the **reporting period** **once only**.**Note:** Percentage will be automatically calculated in QGrants. |  |

**ENTER DATA DIRECTLY INTO QGRANTS**

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| Section C: Qualitative Reporting |
| **The following information (templates) must be uploaded as a document into QGrants.**To continuously improve the service delivery and achievement of outcomes through early years funding it is important to know the story behind the data. Please provide details in the template below on your service, focusing on the following :* Service delivery performance;
* Activities;
* Partners and partnerships;
* Strategies for improvement;
* Action plan; and
* Staff qualifications/training undertaken during the reporting period.

Please provide **two case studies** outlining successes. Your two case studies should be short (no more than 2 pages per case study). Information provided should be non-identifying and include consideration of the following: * Background;
* Support activities provided to improve the clients circumstances; and
* Outcome of delivering activities and how they achieved the expected outcomes.
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**\*Templates are available below. Upload completed templates into QGrants.**

**Organisation Name: [PLEASE ENTER NAME]**

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| Story Behind the DataAfter analysing the data you have provided in this PPR tell us what you’ve achieved and what you can improve on by answering the questions below. |
| **Service Delivery Performance*****Expected Outcomes**** *improve the capacity and capability of the workforce;*
* *improve the quality of service delivery or the physical environment; and*
* *increase children’s participation in early childhood education and care.*

Please complete this section by looking at the data you have provided above and tell us:* Which performance measures did you achieve the expected outcomes against?
* Why do you think you were successful (what did you do right?)?
* Which performance measures haven’t you achieved the expected outcomes against?
* Why do you think you weren’t as successful?
* Were there any specific issues that may have affected your service deliver?

***Examples*:*** + *Changes in demographics*
	+ *Locational or community issues*
	+ *Different client needs*
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| **Activities Delivered*** Insert activities (as dot points) you delivered that aim to achieve the expected outcomes.

***Examples*:*** *Parenting program*
* *Nutrition program*
* *Playgroup*
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| **Partners and Partnerships*** Who are your partners that have a role to play in achieving intended outcomes?
* What partnerships worked and what ones didn’t?
* Should you be partnering with new organisations?
* List your Partners and the activities you deliver together to achieve the expected outcomes.

***Examples:**** *Local medical service*
	+ *Vaccinations*
	+ *Health checks*
* *Community Family Support Services*
	+ *One on one counselling*
	+ *Young mothers group*
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| **Strategies for improvement*** What works to do better at achieving outcomes, including low cost and no-cost options?
* Assessing your information provided above – list the strategies that would achieve the expected outcomes. Include low cost and no cost options.

***Examples:**** *Engage more with local primary schools*
* *Develop and deliver an outreach program for parents that have limited transport*
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| **Action Plan*** What do you propose to do to achieve the expected outcomes?
* Now that you have assessed your own performance, what will you do now?
* Which of the strategies above will you put into action?
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| **Professional Development*** List the type of qualifications and training undertaken by staff, in this reporting period that will improve service delivery.
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**Upload completed template into QGrants**

\*\*Information in this template must be completed. For a good example of a ‘Story Behind the Data’ visit the Early Years Services website [http://deta.qld.gov.au/earlychildhood/service/early-years-services.html].

**Organisation Name: [PLEASE ENTER NAME]**

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| Case Study 1Information provided should be non-identifying**Two Case Studies are required** |
| **Background** Tell us the following:* Who is the client? *i.e. child, parent, partner*
* What is the presenting issue to overcome? *i.e. increase parents confidence in parenting*
* What location?
* What services/activities do you currently deliver in that location?
 |  |
| **Support activities provided to improve the circumstances of the client*** Tell us what activities you delivered to address the issue stated above.

***Examples:**** *Connecting child and/or parent to a specific service*
* *Introducing one on one counselling*
* *Participation in playgroup*
* *Deliver specific child development activities*
 |  |
| **Outcome of delivering activities and how they achieved the expected outcomes*** Tell us what was the end result of the clients’ situation?
* Did you improve their circumstances?
* Which of the expected outcomes below did you achieve by supporting this client?
	+ improve the capacity and capability of the workforce;
	+ improve the quality of service delivery or the physical environment; and
	+ increase children’s participation in early childhood education and care.
 |  |

**Upload completed template into QGrants**

\*\*Information in this template must be completed. For a good example of a ‘Case Study’ visit the Early Years Services website [http://deta.qld.gov.au/earlychildhood/service/early-years-services.html].

**Organisation Name: [PLEASE ENTER NAME]**

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| Case Study 2Information provided should be non-identifying**Two Case Studies are required** |
| **Background** Tell us the following:* Who is the client? *i.e. child, parent, partner*
* What is the presenting issue to overcome? *i.e. increase parents confidence in parenting*
* What location?
* What services/activities do you currently deliver in that location?
 |  |
| **Support activities provided to improve the circumstances of the client*** Tell us what activities you delivered to address the issue stated above.

***Examples:**** *Connecting child and/or parent to a specific service*
* *Introducing one on one counselling*
* *Participation in playgroup*
* *Deliver specific child development activities*
 |  |
| **Outcome of delivering activities and how they achieved the expected outcomes*** Tell us what was the end result of the clients’ situation?
* Did you improve their circumstances?
* Which of the expected outcomes below did you achieve by supporting this client?
	+ improve the capacity and capability of the workforce;
	+ improve the quality of service delivery or the physical environment; and
	+ increase children’s participation in early childhood education and care.
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| Additional Information (Optional) |
| ***Possible topics:**** *Operational Issues*
* *Events*
* *Extra information not outlined above*
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**Upload completed template into QGrants**