

Instructions for Sexual and Reproductive Health Services (SRHS) Quarterly Report

Overview

SRHS grantees are required to report on program progress quarterly to MDH. These reports are used by MDH to understand progress on workplan activities and opportunities for technical assistance and support.

In 2024, the first three quarterly reports will consist of reporting on:

- Workplan progress
- Successes and challenges

The fourth quarter's (October – December) will additionally include submitting a full statistical report through REDCap.

All reports should be emailed to SRHS.MHD@state.mn.us by the due date for that quarter.

Report Schedule

Grant Period 2024

January 1, 2024 through March 31, 2024
April 1, 2024 through June 30, 2024
July 1, 2024 through September 30, 2024
October 1, 2024 through December 31, 2024

Grant Period 2025

January 1, 2025 through March 31, 2025
April 1, 2025 through June 30, 2025
July 1, 2025 through September 30, 2025
October 1, 2025 through December 31, 2025

Grant Period 2026

January 1, 2026 through March 31, 2026
April 1, 2026 through June 30, 2026
July 1, 2026 through September 30, 2026
October 1, 2026 through December 31, 2026

Grant Period 2027

January 1, 2027 through March 31, 2027
April 1, 2027 through June 30, 2027
July 1, 2027 through September 30, 2027
October 1, 2027 through December 31, 2027

Report Due By

April 30, 2024
July 31, 2024
October 31, 2024
January 31, 2025

Report Due By

April 30, 2025
July 31, 2025
October 31, 2025
January 31, 2026

Report Due By

April 30, 2026
July 31, 2026
October 31, 2026
January 31, 2027

Report Due By

April 30, 2027
July 31, 2027
October 31, 2027
January 31, 2028

Report Instructions

Workplan Progress

After the evaluation column for each service component, there are four additional columns labeled by quarter. This is the space to enter in progress updates for each activity by quarter. This includes providing updates on numbers reached through specific activities and results of quality improvement activities such as program satisfaction survey data. The annual report, due after the final quarter of the year, will include sharing full statistical data.

If an activity has been completed, you can enter “Completed” or “Accomplished”.

Please refer to the [Process for SRHS Workplan Updates](#) resource for additional information about workplans.

Successes and Challenges

In a separate Word document, briefly describe what successes and challenges were experienced during the quarter.

Statistical Report

On the statistical report, grantees report data on the required measures. The required measures, by service component, are:

Outreach/Health Education:

- Number of people served by one-to one and group activities.
- Number of outreach events.

Counseling:

- Number of clients obtaining family planning counseling services by age, and self reported gender.

Methods:

- Unduplicated number of clients obtaining a family planning method, and the method obtained by age, ethnicity, race, self-reported gender, and income.
- Number of emergency contraception pills given by age.
- Number of Chlamydia tests by age, self-reported gender, test result.

Public Information and Referrals/Follow-up have no required measures.

The statistical report is submitted through REDCap. Additional information and instructions for the statistical report can be found in the [Annual Report Instructions](#).

SRHS QUARTERLY REPORT INSTRUCTIONS

Sexual and Reproductive Health Services

Maternal and Child Health Section

P.O. Box 64975

St. Paul, MN 55164-0975

651-539-3020

SRHS.MDH@state.mn.us

[Family Planning - MN Dept. of Health \(state.mn.us\)](https://www.state.mn.us/health/fp/)

To obtain this information in a different format, call: 651-201-3650.

Last Updated: 1-31-2024