

I have had a few questions about the SHIP Quarterly report that is **due January 13th**.
 Following are some guidelines for assisting you in completing the report.

The main issue is how to apply the Performance Measures to the questions. This can be tricky if you are not used to working with the PM terms.

LEFT COLUMN RIGHT COLUMN

Check all that apply	Pick one PM and <input checked="" type="checkbox"/> then comment on it.
PM1 <input type="checkbox"/> PM2 <input type="checkbox"/> PM7 <input type="checkbox"/>	Web Site for PM1 <input type="checkbox"/> PM2 <input type="checkbox"/> PM7 <input type="checkbox"/> <i>Comments:</i>
PM1 <input type="checkbox"/> PM2 <input type="checkbox"/> PM7 <input type="checkbox"/>	Distribution of Literature for PM1 <input type="checkbox"/> PM2 <input type="checkbox"/> PM7 <input type="checkbox"/> <i>Comments:</i>

When you refer to the PM's shown below, which ones do you feel were impacted by the website?

PM1-Number of total client contacts (in-person, in-office, in-person home, telephone (quick call and regular), and contact by e-mail, postal, or fax).

PM2-Number of persons reached through presentations, plus reached through booths/exhibits at health/senior fairs, plus persons receiving any enrollment assistance at enrollment events.

PM7-Qualifying Part D Enrollment topics

PM1

Did the web site impact your number of client contacts? If yes, check PM1 in the left hand column.

PM2

Did the web site contribute to an increase the number of people attending presentations, booths or exhibits? If yes, check PM2 in the left hand column.

PM7

Did the web site contribute to your overall Part D enrollment numbers this year? If yes, check PM7 in the left hand column.

For the row on the right **PICK ONE PM** you checked on the left and comment on how the web site impacted that PM.

SAMPLE:

PM1 <input checked="" type="checkbox"/> PM2 <input checked="" type="checkbox"/> PM7 <input checked="" type="checkbox"/>	Web Site for PM1 <input type="checkbox"/> PM2 <input type="checkbox"/> PM7 <input checked="" type="checkbox"/> <i>Comments:</i> During intake for Part D we ask clients how they heard about our agency. We had a substantial number of people report seeing the information on our website.
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Some agencies may not have a web site; OR SHIP might not be mentioned on the web site. In that case you would not check any of the boxes, and state that there is not a web site, or SHIP information is not posted on the agency web site. This principle would apply to all other categories.

An agency has not done any interviews; they would not check any of the boxes and would make a short comment.

PM1 <input type="checkbox"/>	Interviews (TV, Radio, Newspapers) for PM1 <input type="checkbox"/> PM2 <input type="checkbox"/> PM7 <input type="checkbox"/> Comments: We have not done any interviews yet. We plan to send out PSA's and hope to have an interview prior to the end of the grant year.
PM2 <input type="checkbox"/>	
PM7 <input type="checkbox"/>	

Thank you for the feedback. I hope this information is helpful to you.
If you need assistance please call me and I will walk through it with you.
Lori 303-894-7541.