

Instructions for using the State Progress Report Form

The following instructions will make it easier and neater to complete the progress report form and submit it to the SPOE and the child's services coordinator.

- This form has been saved in RTF (Rich Text Format). This allows it to be opened in any word processing software and not lose the formatting of the form. Because RTF saves all formatting, it is a large form and will take some time to download if you are using dialup. You will want to save onto your hard drive and keep it as a template. All completed reports should be saved with a "save as" function so as not to over write your template.
- The form is a fill-in document. It is a protected document. You cannot alter the formatting.
- To check off a check box, simply click your mouse in the check box.

Report Date: [gray box]

Reporting Period:

3rd month ⁿth month

5th month Annual review

Discharge* (please include exit interview developmental observation form)

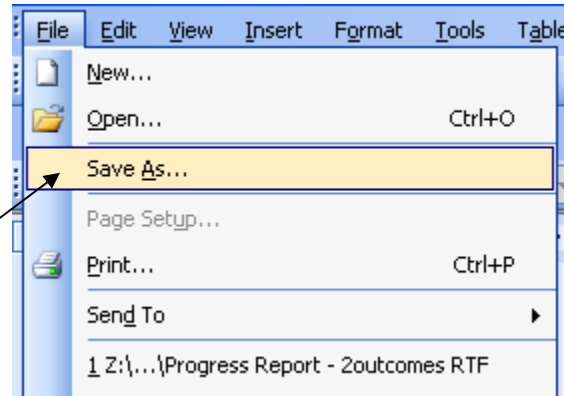
Other: [gray box]

- All gray boxes for typing allow for any amount of text you choose to enter. You are not limited to the amount of information you can provide.

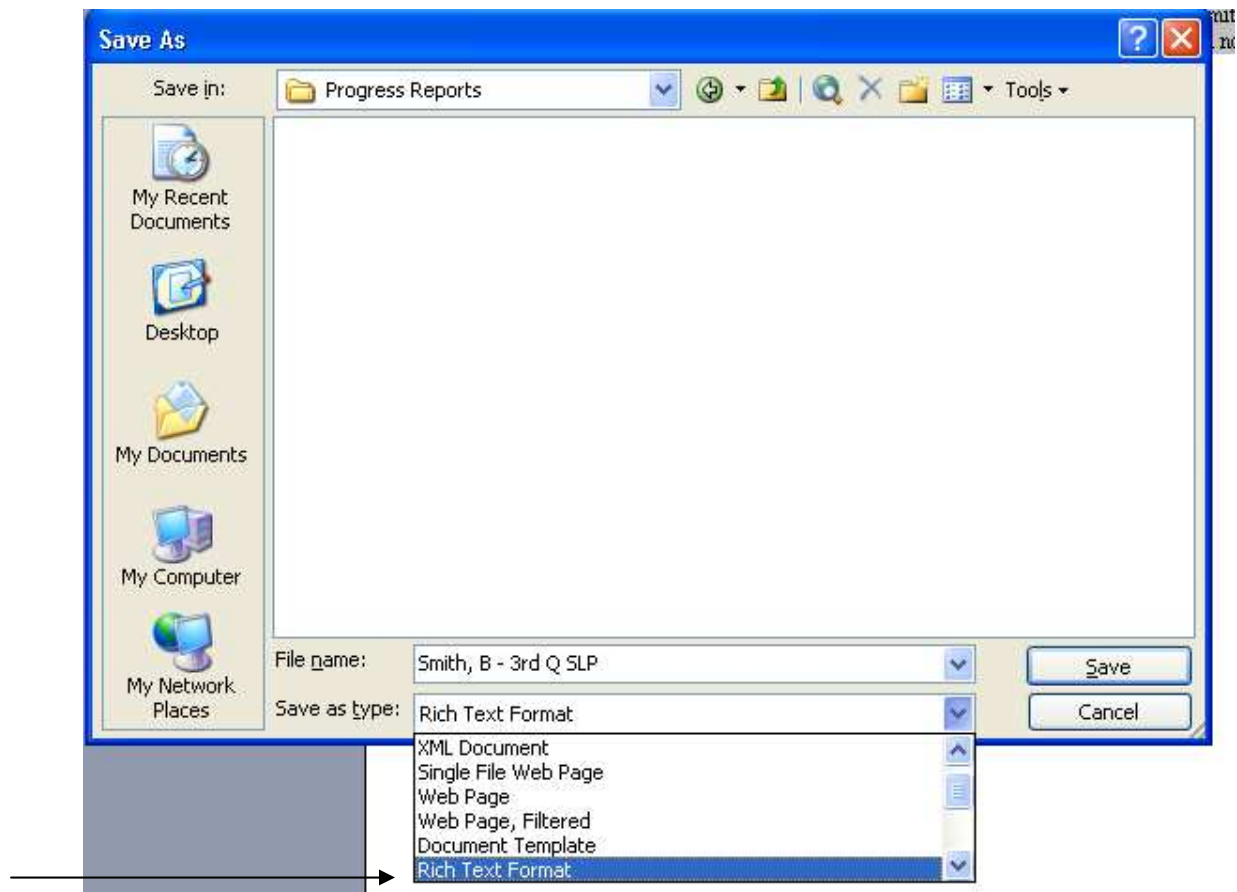
Narrative: You can type as much as you want into this narrative box. It does not limit the amount of information you are able to share. If your narrative goes over to the next page, it will not be a problem.

- The gray boxes will not show when you print the document.
- Because of the difficulty in cutting out unnecessary / blank pages from a fill-in (protected) document, we have created the form in 4 different versions to cover the anticipated number of outcomes. If you are only reporting on 1 outcome, use the "Progress Report Form – 1 outcome" document. If you are reporting on 3 outcomes, use the "Progress Report Form – 3 outcomes" document. This will prevent wasting more paper and file size.

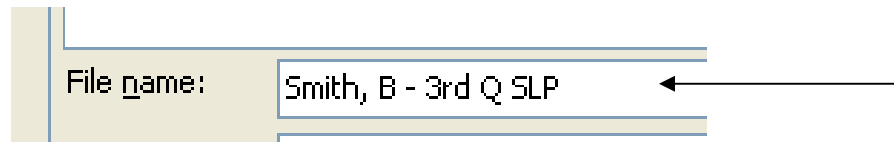
- When you are finished completing the progress report, do **not** use the “Save” function. Use the “Save As” function. If you use the “Save” function, you will over-write your template.



- When you use the “Save As” function, you can then save the file in different types. Many word processing programs will only open if they are opened in the same type word processing program. In order to allow the file to be opened in any word processing software, **you will need to save as a “Rich Text Format” document.**



- In order to make the file easily identified, you might want to give all your files a standard type file name. The example shown in this sample would indicate a 3rd Quarter speech report for B. Smith.



- Once a file is saved on your computer, you can attach it to an email and send to the appropriate parties.