

Submit as required by contract (“Attachment D”). Due date is 30 days after end of each quarter.

Licensed Setting (AFC/group home)

Area to be reported	Reporting Requirements	Information Source	Frequency
Consumer Satisfaction with Services Provided	Satisfaction on Survey Aggregate Form and response rate (report # of surveys distributed and # of surveys collected) <i>Report by home</i>	Consumer Survey procedure, Consumer Survey, and Survey Aggregate Form (in provider manual)	Annually – due April 30
Staff Training – Initial Training (new staff)	Total # of staff working 90 days – 12 months who have completed all initial trainings as required by contract <i>Report by home</i>	Contract – Attachment E, “Training Requirements”; Employee records	Quarterly
Staff Training – Required Trainings (long-term staff)	Total # of staff working more than 12 months who have completed all initial trainings and all refresher trainings as required by contract <i>Report by home</i>	Contract – Attachment E, “Training Requirements”; Employee records	Quarterly