**Section 635.170 Reporting Requirements**

All reports will be submitted on forms provided by the Department excluding the Information and Education Advisory Committee minutes. Delegate agencies are required to submit the following in accordance with the Family Planning Program annual calendar:

a) A Clinic Visit Record (CVR) form provided by the Department for each client visit to the contracting computer firm. The visit form is the input document for the computer-based information system.

b) Applicable portions of the Bureau of Community Health Services Common Reporting Requirements (BCRR) of the Department of Health and Human Services (DHHS) to the Department (Title X of the Public Health Service Act, 42 U.S.C. 1009, (a), (b), and (c)). Each report shall be submitted in accordance with the DHHS Instruction Manual for the BCHS Common Reporting Requirements included as Appendix D of this Part. Late submission of this report will result in a decrease of 5% in the following year's award.

c) Semiannual and annual performance reports to the Department addressing the following points:

1) Comparison of the objectives in the approved project plan with the actual achievements of the project.

2) Changes in the project; e.g., in facilities or equipment, services and activities, population served, etc.

3) Unresolved problems, e.g., with fiscal resources, external relationships, met and unmet grant conditions and issues which need to be addressed in the future.

d) All minutes of the local Information and Education Advisory Committee activity to the Department.

e) Annual inventory report identifying equipment purchased with project funds during the award period.

f) Semiannual and annual financial status report including all funds utilized for the Family Planning Program to the Department.

g) Quarterly reports to the Department addressing:

1) Community education activity;

2) Sterilization service activity if no annual sterilization waiver letter was provided; and

3) Sexually transmitted diseases (STD) testing activity.

(Source: Amended at 14 Ill. Reg. 20783, effective January 1, 1991)