

## Reporting on a Health Service Integration Initiative

### **Description:**

This tool outlines steps to be taken when preparing a report on a health service integration initiative and provides suggestions for the outline of the content.

### **How it can be used:**

Reports on health service integration initiatives assist in meeting accountability requirements, measuring progress, identifying possible corrective action, and supporting general communications.

Basic steps can be followed to make sure you prepare and gather the relevant information and then package the content into a format that will be easy to read and meaningful to your readers. The report can be customized to meet specific reporting requirements.

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### **Basic Preparation**

1. Identify the individuals or groups receiving the report or information from the report.
2. Understand the reasons why you are preparing the report.
3. Obtain all approved funding proposals for the initiative and note any specific reporting requirements that must be met.
4. Gather the Strategic Plan, Implementation Plan and the latest Work Activity Plans.
5. Review minutes, stories, notes or other information received from monitoring activities.
6. Analyze progress and identify potential improvements and recommendations.

### **The Report Content**

#### **Title:**

- Include the assigned name of the health service integration initiative in the title.

#### **Introduction:**

- Provide a summary description of the initiative, its focus and the reason why it is being undertaken.
- Indicate who is on the technical group of the initiative and who are the other stakeholders involved.
- Indicate any methodology being used to gather information or processes being used, if applicable.

#### **Strategy and Action:**

- Indicate the selected strategies for the initiative along with the supportive implementation actions and related performance indicators.

#### **Current Progress:**

- Indicate what has been completed as of the date of the report and what is still in progress.
- Identify any community consultations and communications that have occurred or will be occurring for the initiative.

- Note any significant achievements.
- Note any significant current barriers or challenges.
- Note any lessons learned.

**Results and Conclusions:**

- Based on an analysis of the strategy and action and current progress, provide comments on the initiative's future and, if necessary, improvements planned.
- Develop recommendations, if applicable.
- Provide a summary of the findings and any concluding remarks.

**Attachments:**

- Include items referenced in the report to further elaborate or provide examples.