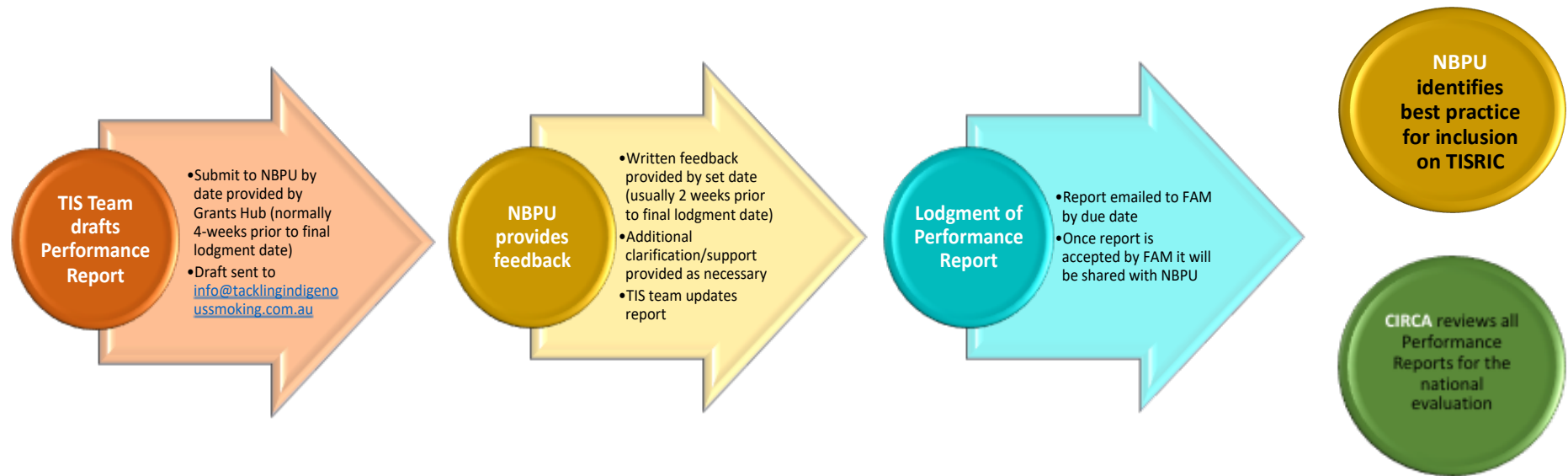


## Performance Report Lodgment and Review Process



As this schematic shows, TIS program six-monthly performance reports should be provided in draft to the NBPU four weeks before the final lodgment date. Reports for the period January to June 2021 are therefore due to NBPU by 31/7/21.

We will review the report and provide feedback within two weeks after that date, giving you another two weeks to make any amendments and send to the FAMs. Once the final version of the report has been accepted by the FAM it will be shared with us.

This is so that we can identify best practice to include on the TIS website. CIRCA will also be looking at the reports as part of the evaluation process.

## NBPU support and Feedback

Designed to help you get the most out of your reporting

- Do all activities fit the TIS Population Health Promotion model?
- Does the report align to the AWP?
- Can we follow the story of change from your last performance report?
- Is evidence provided to show activities are working?
- Are there examples of best (wise) practice to share?
- What CQI has the team engaged in?
- Are there any gaps/areas for additional support?

NBPU's review is designed to help you get the most out of your reporting. We are looking to see what is going well, where you might need more support and what could be improved in your report. We do this from a strengths-based perspective. We are looking for activities and successes to celebrate as well as areas where we might support you. Our review is guided by the questions listed above.

## Review by FAMS

Compliance with funding requirements

- Is adequate information provided?
- All columns are completed for each activity reported?
- Evidence of collaboration with NBPU TIS?
- Alignment with AWP?
- Alignment with TIS Grant Guidelines?
- Good activity reach within TIS region?
- Will team be able to meet the program objectives?
- Budget (value for money)?

FAMS are looking for compliance with funding requirements. They are also guided by a set of questions summarized above. The questions have some similarity to the NBPU questions, but a big difference is the FAMS interest in budget. Are you using it as permitted by the grant guidelines? Remember that it is important that your report (and budget allocation) focuses on smoking, not general lifestyles as you are funded for tackling smoking, using a population health promotion approach.