

Quarterly Progress Report Resources



Strategies & Tips

- Use the [Tableau Pending QPR Report](#) to identify reports coming due.
- Send email reminders when reports are due within 30 and 15 days.
- Develop an internal policy for assigned officer to complete and submit report in 75 days (15 days before due date).
- Ask JPS to conduct a quality check before submitting to ICJO.
- Consider waiting until 2 weeks prior to the QPR due date to assign in UNITY & request report be submitted within 1 week.
 - Prevents field staff from overlooking if assigned too soon & submitting just to “check it off” their task list.

Training Resources

- Presentation: [QPR In-State Use \(PPT\)](#)
- [Quarterly Progress Handout](#)
- QPR - Sample Forms
 - [Recommendation: Continue Supervision](#)
 - [Recommendation: Request Discharge](#)
- [ICJ Bench Card on Transfer of Supervision](#)
- [TalentLMS: Quarterly Progress Reports \(WW-101\)](#)
- [Best Practice on Intrastate Relocations](#)