**Quarter 1 QSR Prep Sheet**

**STEP 1:** In the section below, please write the total number of times that you served a client in each of the age groups for each month. Once completed, total up the rows and enter that number in the far-right column for each month to get your **Monthly Total**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **0-18** | **19-59** | **60+** | **Monthly Total** |
| **January** |  |  |  |  |
| **February** |  |  |  |  |
| **March** |  |  |  |  |

**STEP 2:** In the section below, please add up the clients served from January, February and March for each of the age groups, then write the total below. Once completed, total up the row and enter that number in the far-right column to get your **Quarter Total**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **0-18** | **19-59** | **60+** | **Quarter Total** |
| **Jan + Feb + March** |  |  |  |  |

**STEP 3:** In the section below, calculate the percentages of the age groups based on the formulas.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **0-18 Quarter Total** | **÷** | **Quarter Total** | **x100** | **% of 0-18 Served** |
|  | ÷ |  | x100 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **19-59 Quarter Total** | **÷** | **Quarter Total** | **x100** | **% of 19-59 Served** |
|  | ÷ |  | x100 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **60+ Quarter Total** | **÷** | **Quarter Total** | **x100** | **% of 60+ Served** |
|  | ÷ |  | x100 |  |

**STEP 4:** Verify your information below before entering the information into the QSR.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **January Monthly Total** | **February Monthly Total** | **March Monthly Total** | **=** | **Quarter Total** |
|  |  |  | = |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **% of 0-18 Served** | **% of 19-59 Served** | **% of 60+ Served** | **=** | **100%** |
|  |  |  | = |  |

*If you have any questions while filling out this prep form, or the QSR itself, please reach out to your Agency Relations Coordinator.*

**Quarter 2 QSR Prep Sheet**

**STEP 1:** In the section below, please write the total number of times that you served a client in each of the age groups for each month. Once completed, total up the rows and enter that number in the far-right column for each month to get your **Monthly Total**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **0-18** | **19-59** | **60+** | **Monthly Total** |
| **April** |  |  |  |  |
| **May** |  |  |  |  |
| **June** |  |  |  |  |

**STEP 2:** In the section below, please add up the clients served from April, May and June for each of the age groups, then write the total below. Once completed, total up the row and enter that number in the far-right column to get your **Quarter Total**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **0-18** | **19-59** | **60+** | **Quarter Total** |
| **April + May + June** |  |  |  |  |

**STEP 3:** In the section below, calculate the percentages of the age groups based on the formulas.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **0-18 Quarter Total** | **÷** | **Quarter Total** | **x100** | **% of 0-18 Served** |
|  | ÷ |  | x100 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **19-59 Quarter Total** | **÷** | **Quarter Total** | **x100** | **% of 19-59 Served** |
|  | ÷ |  | x100 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **60+ Quarter Total** | **÷** | **Quarter Total** | **x100** | **% of 60+ Served** |
|  | ÷ |  | x100 |  |

**STEP 4:** Verify your information below before entering the information into the QSR.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **April Monthly Total** | **May Monthly Total** | **June Monthly Total** | **=** | **Quarter Total** |
|  |  |  | = |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **% of 0-18 Served** | **% of 19-59 Served** | **% of 60+ Served** | **=** | **100%** |
|  |  |  | = |  |

*If you have any questions while filling out this prep form, or the QSR itself, please reach out to your Agency Relations Coordinator.*

**Quarter 3 QSR Prep Sheet**

**STEP 1:** In the section below, please write the total number of times that you served a client in each of the age groups for each month. Once completed, total up the rows and enter that number in the far-right column for each month to get your **Monthly Total**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **0-18** | **19-59** | **60+** | **Monthly Total** |
| **July** |  |  |  |  |
| **August** |  |  |  |  |
| **September** |  |  |  |  |

**STEP 2:** In the section below, please add up the clients served from July, August and September for each of the age groups, then write the total below. Once completed, total up the row and enter that number in the far-right column to get your **Quarter Total**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **0-18** | **19-59** | **60+** | **Quarter Total** |
| **July + Aug + Sept** |  |  |  |  |

**STEP 3:** In the section below, calculate the percentages of the age groups based on the formulas.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **0-18 Quarter Total** | **÷** | **Quarter Total** | **x100** | **% of 0-18 Served** |
|  | ÷ |  | x100 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **19-59 Quarter Total** | **÷** | **Quarter Total** | **x100** | **% of 19-59 Served** |
|  | ÷ |  | x100 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **60+ Quarter Total** | **÷** | **Quarter Total** | **x100** | **% of 60+ Served** |
|  | ÷ |  | x100 |  |

**STEP 4:** Verify your information below before entering the information into the QSR.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **July Monthly Total** | **August Monthly Total** | **Sept. Monthly Total** | **=** | **Quarter Total** |
|  |  |  | = |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **% of 0-18 Served** | **% of 19-59 Served** | **% of 60+ Served** | **=** | **100%** |
|  |  |  | = |  |

*If you have any questions while filling out this prep form, or the QSR itself, please reach out to your Agency Relations Coordinator.*

**Quarter 4 QSR Prep Sheet**

**STEP 1:** In the section below, please write the total number of times that you served a client in each of the age groups for each month. Once completed, total up the rows and enter that number in the far-right column for each month to get your **Monthly Total**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **0-18** | **19-59** | **60+** | **Monthly Total** |
| **October** |  |  |  |  |
| **November** |  |  |  |  |
| **December** |  |  |  |  |

**STEP 2:** In the section below, please add up the clients served from October, November and December for each of the age groups, then write the total below. Once completed, total up the row and enter that number in the far-right column to get your **Quarter Total**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **0-18** | **19-59** | **60+** | **Quarter Total** |
| **Oct + Nov + Dec** |  |  |  |  |

**STEP 3:** In the section below, calculate the percentages of the age groups based on the formulas.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **0-18 Quarter Total** | **÷** | **Quarter Total** | **x100** | **% of 0-18 Served** |
|  | ÷ |  | x100 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **19-59 Quarter Total** | **÷** | **Quarter Total** | **x100** | **% of 19-59 Served** |
|  | ÷ |  | x100 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **60+ Quarter Total** | **÷** | **Quarter Total** | **x100** | **% of 60+ Served** |
|  | ÷ |  | x100 |  |

**STEP 4:** Verify your information below before entering the information into the QSR.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Oct. Monthly Total** | **Nov. Monthly Total** | **Dec. Monthly Total** | **=** | **Quarter Total** |
|  |  |  | = |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **% of 0-18 Served** | **% of 19-59 Served** | **% of 60+ Served** | **=** | **100%** |
|  |  |  | = |  |

*If you have any questions while filling out this prep form, or the QSR itself, please reach out to your Agency Relations Coordinator.*