

# Tips for Writing a More Effective Status Report

## Ensure Data is Provided for All Goals

Responses to goals must include **comparative data by quarters**. For example, your first quarter status report will require you to compare the **numerical data** from the previous year's first quarter of FFY 2024 (Q1: Oct-Dec 2023) to the numerical data from the current first quarter of FFY 2025 (Q1: Oct-Dec 2024). Your response must also include the **percentage change** from the previous year to the current year. This information is available on the THSO TITAN dashboard.

## Include Detailed Information for Tasks

While some tasks on your status report do not require exhaustive responses, you will be expected to provide detailed information for others. Please review the list below to learn the expectations:

### Task:

Conduct monthly enforcement initiative(s) addressing safety problems. **(PT)**  
Conduct a minimum of one saturation patrol and/or checkpoint each month. **(Impaired)**

### Required Information:

- Dates of THSO-funded enforcement events
- Number of events per month if more than five
- If no enforcement for a month, include explanation
- Include notation for each event (saturation or checkpoint)

### Task:

Conduct monthly public outreach and education addressing safety problems.

### Required Information:

- Include dates and topic of event, outreach effort, or social media post
- Explanation if no outreach was conducted

### Task:

Conduct enforcement in support of the NHTSA holiday impaired driving mobilization.

### Required Information:

- Include dates of enforcement
- If no enforcement for NHTSA campaign, include explanation

### Task:

Participate in at least one THSO Network meeting during this quarter.

### Required Information:

- Include date, location, and person(s) who attended
- Explanation if no one attended