supportingpeople

Performance Measurement Reporting Timetable

Performance monitoring returns (PI workbooks) are only required for short term accommodation based services via the 'Short term only' PI Workbook submitted through SPOCC.net. The reporting period dates and submission return deadlines for 2023/24 are detailed below.

It is recommended that these returns are made as soon as possible after the end of the quarter, leaving time before the deadline for resubmission should a workbook be rejected for any reason.

Financial Year 2023/2024

Quarter	Data Collection Period	Submission Deadline
Q1*	01 April 2023 to 30 June 2023	21 July 2023
Q2	01 July 2023 to 30 September 2023	20 October 2023
Q3	01 October 2023 to 31 December 2023	19 January 2024
Q4	01 January 2024 to 31 March 2024	19 April 2024

The procedures for ensuring compliance with performance arrangements are set out below:

• A reminder email will be issued on the first working day of each quarter, in respect to the previous quarters returns, with a further reminder sent 5 days before the submission deadline.
• If providers have difficulty meeting the submission deadline for a specific reason, a short extension may be offered at the discretion of the SP Lead Officer who deals with the service(s).
   NB: There is no requirement for the 'Contract' worksheet to be completed.

Housing Executive