

MARICOPA COUNTY  HUMAN SERVICES DEPARTMENT Workforce Development Division	SECTION/REFERENCE	PAGE 1 OF 2
	ORIGINAL ISSUE DATE June 2008	REVISION DATE June 2013
	AUTHORIZED BY: Patricia Wallace, Assistant Director	
SUBJECT: MWC Youth Provider Reporting		ADDENDA: Monthly Report (includes Participant Data Tracker, Participant Summary Report and MFR Report)

Purpose:

Information from the reports will be evaluated to ensure contract compliance and to report program information to the MWC Youth Council, WDD management and stakeholders.

Responsibility Of:

Youth contractors and MWC Staff

The Monthly Report consists of the following elements:

- Participant Summary Report
- Participant Data Tracker
- Managing For Results Report

The Monthly Report will be submitted to MWC by the (7th) working day of the month. The Monthly Report (“report”) consists of a Participant Summary Report (“summary tab”) and Participant Data Tracker (“tracker tab”) Managing For Results report (“MFR tab”).

The youth contractor will use the tracker tab to list all participants served in the program year; documenting eligibility information, program services, and outcome information. This information is required to be updated on a monthly basis to reflect the current status of each participant.

The summary tab is required to be updated with the month the data being reported represents every month.

The MFR tab is required to be updated on a monthly basis to reflect the number of youth requesting service from the youth contractor as well as a short narrative description of the number reported. This information is used to report performance of the MWC Youth Program to the Maricopa County Board of Supervisors.

The following process will take place:

- 1) Youth contractor will indicate their agency's name and the reporting month and program year on the summary tab.
- 2) All youth participants that were served on or after the first day of the current program year will be reported on the tracker tab. The youth contractor will enter required information for each of the fields that may apply to the participant. For any of the columns containing drop-down lists, select the item that applies to the individual participant. For most of the columns, other than those in the general category, a "1" will be entered if the column applies to the participant. If the column does not apply to the participant, the field will be left blank.
- 3) As the participant progresses through the program, other columns may apply to the individual participant and will need to be indicated by a "1" for the additional columns. The provider will need to ensure that the tracker tab reflects the current status of the participant for the month being reported. Information entered on the tracker tab is used to automatically populate the summary report tab.

Note: Once the participant has been exited from the program, the participant will remain on the tracker, until the end of the program year.

- 4) The number of youth requesting services will be entered into the appropriate month in the MFR tab along with a comment describing what is being reported.

Other reporting requirements may be established throughout the program year by MWC.

