



TSF REPORTING

TN Strong Families

09/10/2024

AGENDA

- Reporting Dates
- Report Explanation
- Definitions
- New Reports
- SWORPS Tracking Tool
- Questions

REPORTING DATES

Quarterly Report Due Dates

- **October 15th**
Q1 July 1st – September 30th
- **January 15th**
Q2 October 1st – December 31st
- **April 15th**
Q3 January 1st – March 31st
- **July 15th**
Q4 April 1st – June 30th

Persons identified as TSF clients, both new and continuing clients for the FY. TSF clients should have a client file including documentation and the TSF consent form.

All clients are new as of July 1st. A client is new in Quarter 2, 3, or 4 if they haven't been served that FY.

Agency:	Person Completing Report:				
	Quarter 1 July - Sept	Quarter 2 Oct - Dec	Quarter 3 Jan - Mar	Quarter 4 Apr - June	Total
Total Number of Individuals Served					0
Total Number of New Individuals Served					0
Total Number of Services Provided					0
Material/Financial Assistance					

Needs to match the total of services in every category.

Total number of services provided							0
Material/Financial Assistance							
Number of Individuals (New and continuing) who received Material/Financial services:							0
Instructions: Record below the number of Material/Financial Assistance <u>Services</u> provided to TSF clients.							
Assistance with baby equipment, car seats, furniture, etc.							0
Food/Groceries/Hygiene Assistance							0
Assistance with supplies for maternity care and/or postnatal care							0
Childcare assistance paid for by agency (i.e. daycare expenses)							0
Co-pay or other medical/healthcare bills paid for by agency							0
Utilities paid for by agency							0
Other financial/bill assistance							0
Housing Services							
Number of Individuals (New and continuing) who received Housing							

of clients go here

Changes Made

of Services go here

Other financial/bill assistance						0
Housing Services						
Number of Individuals (New and continuing) who received Housing services:						0
Instructions: Record below the number of Housing Services provided to TSF clients.						
Rental assistance						0
Transitional housing						0
Emergency shelter or safe house						0
Information & Referral						

Same changes as previous slides- no additional changes

Information & Referral					
Number of Individuals (New and continuing) who received Information & Referral services:					0
Instructions: Record below the number of Information and Referral Services provided to TSF clients.					
Prenatal Medical Care (pregnancy confirmations, prenatal screenings, pregnancy tests, STI testing, ultrasounds)					0
Nutrition Information (provided by Nutritionist, Registered Dietician, or Nurse)					0
Referral to OBGYN, Pediatric MD, or other Perinatal Medical Provider					0
Referral for MH and/or SUD services					0
Referral to other services, supports, and resources					0
Emotional Support					0

2 added categories

Added detail

**All
Changed/Added**

and resources						0
Emotional Support						
Number of Individuals who received Emotional Support services:						0
Instructions: Record below the number of Material/Financial Assistance <u>Services</u> provided to TSF clients.						
Individual or Group Therapy (provided by a licensed clinician)						0
Other Non-therapeutic Counseling (Options counseling, wellbeing support, guidance, coaching, etc.)						0
Support Groups (grief, parenting, fatherhood, etc.)						0
Education & Workforce Development						

- See Definitions for Individual and Group Therapy
- Non-therapeutic Counseling added
- Support Group examples added

fatherhood, etc.)						0
Education & Workforce Development						
Number of Individuals (New and continuing) who received Education & Workforce Development services:						0
Instructions: Record below the number of Education & Workforce Development Services provided to TSF clients.						
Assistance with resume building, interview skills, or other job related skills						0
Parenting/Life Skills Classes						0
Advocacy & Assistance						

Same changes as previous slides- no additional changes

Parenting/Life Skills Classes						0
Advocacy & Assistance						
Number of Individuals (New and continuing) who received Advocacy & Assistance services:						0

Instructions: Record below the number of Advocacy <u>Services</u> provided to TSF clients.						
Client Advocacy and Navigation (assist with applying for services, resource guidance)						0
Service and Support Coordination (set up appointments, ensure access to services)						0
Transportation Assistance (provided or paid for by agency through staff transportation, bus passes, uber, etc.)						0
Interpreter Services						0

**All
Changed/Added**

- Individual Advocacy broken down
- Transportation Assistance includes all transportation expect assistance with a car payment- see Other Financial/Bill Assistance to record that service.

GENERAL DEFINITIONS

Client- Can be adult or minor but must meet eligibility criteria, sign TSF Acknowledgement of Consent Form, and have their own client file.

New Client- A TSF client that is served in Quarter 1 (July 1st – September 30th) or a client that is served in Q2, Q3, or Q4 that has not been served yet within the state fiscal year.

Continuing Client- A TSF client served in a previous quarter within the current state fiscal year.

State Fiscal Year- July 1st – June 30th

Therapy (Group or Individual)- Must be provided by a licensed and trained clinician who meets the professional standards to provide therapy in the jurisdiction in which the care is administered.

OTHER REPORTS & DATA

- Subcontracts
 - Need to be collecting data
 - Can use our quarterly report or your own
 - Will be checked during monitoring and/or throughout the contract at the PM's request
- Other Agency Data
 - Limit to 1-2 pages
- Agency & Client Success Stories
 - Quotes
 - Testimonials
 - Pictures (agency staff only or with participant permission)

QUESTIONS





THANK YOU