

WAHRS QUARTERLY REPORTING FORM INSTRUCTIONS

1. a. This is the number of youth/family members seen by the program, during the last quarter. This count should include all youth formally served by the Basic Center program for whom an intake file and, if applicable, RHYMIS form has been completed. Break this number down by the number of new cases and the number of cases that have been reopened after previous closure. Re-open should include any youth that has been seen previously by the program in a reporting year and does not include youth that were seen by the program in another year. These youth should be counted as new youth.
 - ii. continued: this should be completed for the 1st reporting period (Jan-Mar) of each year only. These are youth who were seen by the program in the previous year and continued to be seen by the program, crossing over into the new year. Do not report demographic data, services provided or other statistics on these youth. We are only looking for a number that will allow us to calculate a total number of youth seen by programs in any given year.
- b. Counties served should refer to the counties of origin for the youth served by your program during the reporting period. For example, if your program served a total of 16 youth, the total number of youth reported in counties served should total 16 and should include whether the youth came from a county served by your program, other counties in Wisconsin (served or unserved) or another state.
2. In answering this question, consider whether youth and/or their family recently lost TANF benefits due to an inability to comply with requirements of the program, or were found ineligible for the program due to their inability to comply, or decided not to apply for the program because of fear of consequences. This may also include effects of changes in TANF on the family, such as loss of housing or childcare, which indirectly affects the presenting issues of youth.
3. Self-explanatory. The category that most closely reflects the individual's recognition in his community should be used for purposes of reporting on persons who are of mixed racial and/or ethnic origins. It is acceptable to count an individual in more than one category.
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purposes of reporting on persons who are of mixed racial and/or ethnic origins. It is acceptable to include an individual in more than one category. Please answer both this question (ethnicity) and the previous question (race) for each youth served. Youth should be counted in each of these categories.

5. a. Gender: Self-Explanatory – how does youth identify his or herself.
- b. LGBTQ: please include the total number of youth served during this quarter who identify themselves as Lesbian, Gay, Bi-sexual, Transsexual, or questioning.
6. Runaway Status:
 - a. At home: living with a parent, guardian, or relative in whose home the child is residing.
 - b. Runaway: missing from home without consent from a parent, guardian, or relative in whose home the child is residing.
 - c. Throwaway:
 - i. Living outside of the residence of a parent, guardian, or relative in whose home the child is residing, and not allowed to return.
 - ii. A person under the age of majority living on the street, who has no home or identifiable relative who is willing to provide shelter and care.
 - d. Homeless:
 - i. A person, under the age of majority, who is without shelter
 - ii. This person is distinguished from a throwaway by the fact that no relative or responsible person has available shelter that may be utilized by the youth.
 - e. Emancipated:
 - i. Although emancipation as such does not exist in the state of Wisconsin, a person under the age of majority may be considered emancipated if he or she is married or enrolled in the United States military.
 - f. J.J. Placement: A juvenile alleged or adjudicated delinquent or J.I.P.S., placed by a juvenile justice agency.
 - g. Child welfare placement: A child alleged or adjudicated a child in need of protection or services placed by a child welfare agency.
 - h. Other: A person under the age of majority, who is working with your agency for reasons other than noted above.
7. Youth/Family Issues Identified: These may be issues identified by youth as existing within his/her family or for the youth him/herself.

One youth may report multiple categories of issues, so percentages may not add up to 100%. The primary presenting issues should be marked. Issues that need clarification are as follows:

- a. Housing issues may be a lack of shelter or inadequate shelter.
 - b. Mental Health Issues is where the functioning of the youth is significantly impaired due to cognitive and/or emotional processing and/or maladaptive behavior.
 - c. Health Issues may include both chronic and curable illness of youth or family members.
 - d. Physical and mental disabilities include physical or cognitive challenges such as a learning disability, developmental disability or other physical or cognitive impairment.
 - e. Other: may include any other issues identified and addressed during service. Frequent areas of concern include anger management, pregnancy, adoption, or poverty related issues.
8. Discharge status: should report on whether the youth returned home or to safe alternative: Safe alternative may include placement of the child by the child welfare system, or agreed upon alternative such as a friend or relative's home. Safe alternative does not include return to the street or unknown destination.
9. Number of new youth seen in counseling groups: this number should indicate youth that are involved in groups but are not otherwise involved in your program. This should only indicate youth that are new to these groups during the reporting period.
10. Total number of families that received face-to-face counseling: A session where a family is seen in person for the purpose of amelioration of presenting problems. In addition, family counseling may or may not include the youth. This may include short-term crisis intervention or on-going counseling services that involve youth and/or family members.
11. Total number of face-to-face counseling sessions: This should indicate the total number of sessions offered, for example if you have served three families for five sessions each, this number will be 15.
12. a. Total number of youth sheltered: This should reflect youth sheltered at least overnight in your program's shelter – this may include the use of host homes, contracted beds or agency's shelter.

- b. Number of youth sheltered informally: These include youth who are provided with assistance by agency staff in negotiating an informal option for shelter, such as staying with a friend or relative. 12 a and b should NOT include duplicated counts for youth and 12 a should take priority over reporting under 12 b.
- 13. Number of telephone contacts: You may include parents and/or professionals calling your agency on behalf of a youth in this number.
 - a. Initial calls include those first contacting your agency for services.
 - b. Follow up calls include those calls that are subsequent to initial calls for services.
 - c. Information and referral calls include those contacts where a person desires a service and is referred outside your agency for services.
- 14. Electronic Contacts: This includes email, texts, facebook/virtual contacts. See above for description of types.
- 15. How many volunteers were recruited to provide services directly or indirectly to your youth program?
- 16. Total number of volunteer hours donated directly to your youth program – this should indicate the total number of hours donated by volunteers during this reporting period.
- 17. Intensive off-site services: this includes youth who have received intense, one on one interaction with agency staff, but who have not come in to the agency to complete an intake and receive services. Examples may include youth who receive school based services by agency staff due to a referral from a school counselor. This should not include youth who were simply reached during school presentations. Those should be included under...
- 18. Number of individuals reached during school/community presentations. Provide a total count of the number of youth and the number of adults who are reached during outreach presentations. These may include students, civic service group participants, teachers, parents, church groups... If a specific count is not available, please provide your best estimate.
- 19. *For programs providing formal street outreach to runaway and homeless youth and youth at risk only:* Provide the number of street outreach contacts. This may include individual and group contacts.

This includes non-WAHRs federal street outreach programs, such as agency FYSB street outreach or AmeriCorps.

20. *For programs providing formal street outreach to runaway and homeless youth and youth at risk only:* Of the total number of youth in #13...this means that the youth was first contacted on the street but rather than just being provided with agency contact information, more intensive services were provided, such as information and referral, hygiene/food packages, or more in-depth assistance with personal issues.