**Attachment H**

Monthly & Annual Reporting

MONTHLY REPORT

All client data and NYTD must be reported monthly to the NYTD coordinator or Older Youth Initiatives Manager as instructed including ad hoc reports. The monthly report will include engagement activities for the total number of youth engaged including efforts to locate and contact youth within the baseline and follow-up populations 17, 19, 20.

The monthly report will include a detailed description of the survey activities for the federal NYTD follow-up survey population for 19 and 20 year old participants during the report period.

**The monthly report template is attachment I**

ANNUAL REPORT

For the duration of the contract an annual year-end report is due to DCS by November 1st. and will be provided to the state from the Vendor. Annual report shall include outcomes from the previous year, including, but not limited to:

Engagement efforts

* Types of engagement activities and results of such engagement efforts (ex: 150 points of engagement made through social media; Agency mailed 60 birthday cards to youth. 30 birthday cards were returned with forwarding address, 10 birthday cards were returned with no forwarding address, 20 birthday cards were not returned…)

Incentives

* Method of delivery (if applicable)
* Number of youth who received an incentive and total cost.
* Total cost Breakdown associated with incentives
	+ e.g., postage, administrative costs, incentive amount

Website/App

* Description of website
	+ Public interaction through website (FAQs, Requests for information, visits, document downloads, etc.)
	+ Updates and purposes of such updates (link updates, contact information updates, etc.)
* Description of app
	+ Public interaction through website
	+ Updates and purposes of such updates
* Any notable trends

Outcomes of survey efforts

* Number of youth in the total survey population per federal fiscal year.
* Number and percentage of youth initially in out of care population sent to vendor, but found to be in care with DCS responsibility to survey
* Number and percentage of youth successfully surveyed within the total survey population per federal fiscal year.
	+ Number and percentage of youth who were actively engaged by vendor between report period (ex: 80% of the youth who completed the survey had meaningful contact with agency between survey periods)
	+ Methods of contact for survey completion (ex: 20 youth (“X”%) successfully reached and surveyed via telephone; 15 youth (“X”%) successfully reached and surveyed via email…) If any youth were engaged face to face, please describe circumstances (ex: 2 surveys completed in detention facility, 1 survey completed in planned face to face meeting…)
	+ Average number of attempts to connect with youth in order for survey to be completed
	+ Any notable trends
* Number and percentage of youth successfully contacted, but no survey was completed
	+ Methods of contact (ex: 20 youth (“X”%) successfully reached via telephone; 15 youth (“X”%) successfully reached via email…) Number and percentage of youth who declined to take the survey
		- Stated reason for denial, Number and percentage of youth who may have requested no further contact for future surveys
		- Number and percentage of youth who were actively engaged by vendor between report period (ex: 80% of the youth who completed the survey had meaningful contact with agency between survey periods)
	+ Number and percentage of youth who were not able to complete the survey due to incarceration
		- Number and percentage of youth who were actively engaged by vendor between report period (ex: 80% of the youth who completed the survey had meaningful contact with agency between survey periods)
	+ Number and percentage of youth who were not able to complete the survey due to incapacitation
		- Number and percentage of youth who were actively engaged by vendor between report period (ex: 80% of the youth who completed the survey had meaningful contact with agency between survey periods)
	+ Any notable trends
* Number and percentage of youth who were not able to be contacted:
	+ Number and percentage of youth who were unable to be located or invited
		- Number and percentage of youth who were actively engaged by vendor between report period (ex: 80% of the youth who completed the survey had meaningful contact with agency between survey periods)
		- Breakdown of attempts to locate and invite youth
	+ Number and percentage of youth who were not able to complete the survey due to death
		- Number and percentage of youth who were actively engaged by vendor between report period (ex: 80% of the youth who completed the survey had meaningful contact with agency between survey periods)
		- If possible, cause of death
	+ Any notable trends
* Number and percentage of youth given service information (ex: 5 youth were referred to the DCS Hotline to inquire about Collaborative Care)
* Description of any acute issues identified through the survey process (ex: 2 youth reported homelessness, 1 youth reported significant health issue…)