**ATTACHMENT I**

**National Youth in Transition Database**

**Survey, Engagement and Outreach Services**

Monthly Report: Xx Month, Year xX

*Reports are due by the 10th of the month following the month for which services were provided. Ex: January’s report will be due on February 10th.*

**Engagement and Outreach Services:** *Information in this section should include engagement and outreach activities that occurred during the month.*

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| **Monthly Contact with Youth:** *Describe contacts made with youth throughout the report period. Include information including type of contact, purpose of contact, number of youth contacted, cohort and report period and if the contact was outgoing or incoming.* | | | | |
| **Type** | **Purpose** | **Number of Youth** | **Cohort/Report Period** | **Outgoing/Incoming** |
| Telephone | Conduct Survey | 140 | Cohort 3; 16B | 120 out   * 35 successful * 60 voicemail * 55 unsuccessful   20 in |
| U.S. Mail | Mail initial packet | 40 | Cohort 3; 16A | 75 packets mailed  5 packets returned |
| Text Messages | Conduct Survey | 20 | Cohort 3; 16B | 18 out  2 in |
| Messages through social media | Conduct Survey | 18 | Cohort 3; 16B | 18 out |
| U.S. Mail | Engagement/Birthday card | 5 | Cohort 2; 15A | 5 cards mailed  2 cards returned |
| Face to Face | Conduct Survey | 1 | Cohort 3; 16B | 1 contact at county jail |
| **Notes:** | | | | |

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| **Social Media Activity:** *Describe all social media activity. Activity should be broken down by social media type (i.e. Facebook, Twitter, Instagram…) and include information such as number of posts, general information of content, number of followers and estimate of how many youth were engaged based on comments, reposts, “likes”, etc.* |
| Example  **Facebook:** Currently there are 44 followers for this page. The majority of followers are youth who have taken the survey. Four followers are agencies that work primarily with youth currently or formerly in foster care. Twenty-four posts were made during the month of XxMonthxX. Posts included information around normalcy, current survey events, national research and ETV funding. Of the 24 posts three were shared by one person or more. There were fifteen (15) “likes” for posts throughout the month. Most likes were for posts giving information around ETV funding and other post-secondary educational resources. |

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| **Webpage Activity and App Development:** *Describe all website activity including updates, status reports of pending updates if applicable, hits on the website and other pertinent information as needed.* |
| Example  Website updated two links, one of which was broken and another was requested by DCS for the purpose of updating information. The website had 200 hits. No messages were sent through the website. App is still in development phase with an estimated time of completion XxDatexX. |

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| **Incentives:** *Give information about incentives including amount, type (if applicable), sent, method, received.* | | | |
| **Cohort; Report Period** | **Sent** | **Method Sent** | **Received** |
| Cohort 3; 2016B | 40 | Packet | 35 Received  5 Returned |
| Cohort 2; 2015A | 45 | Packet | 20 Received  25 Returned |
| Cohort 2; 2015B | 45 | Packet | 20 Received  25 Returned |
| **Notes:** | | | |

**Survey:** *Information in this section should encompass survey efforts that occurred during the month.*

**Cohort 2; 2017A**

**Follow-up Surveys, 21 year old youth**

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| **Type** | **Number** |
| Total number of youth in the survey population | 169 |
| Total number of youth in care | 45 |
| Total number of youth formerly in care | 124 |
| Number declined | 0 |
| Number unable to locate/invite | 130 |
| Number incapacitated (provide documentation) | 1 |
| Number incarcerated (provide details) | 0 |
| Number deceased (provide documentation) | 0 |

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| --- | --- |
| **Overall Status** | |
| **Placement** | **Number Completed** |
| In care | 30/45 |
| Out of care | 20/123 |
| Excluded | 1 |
| **Notes:**  One youth excluded from out of care population due to incapacitation. The excluded youth was in the out of care population, moving the total number of youth in the out of care population from 124 to 123. | |

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| **Overall Status** | | |
| **Placement** | **Number Completed** | **Estimated Percent Completed** |
| In care | 40/45 | 89% |
| Out of care | 50/123 | 41% |
| Excluded | 1 |  |

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| **Narrative:** *Give details about survey efforts throughout the month.* |
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