A N N E X A
PROGRAM COMMITMENTS
TANF/GA SERVICES

NAME OF AGENCY:

CONTRACT NUMBER: _____ **CONTRACT TERM:** _____ **TO** _____

BUDGET MATRIX CODE: 37 **TANF GA (circle one)**

1.	Number of new consumers to be served during the contract period:		
2.	Number of new consumers with an active DYFS case to be served during the contract year:		
		Individual	Group
3	Number of staff face to face contacts with consumers taking place on-site:		
4	Number of staff face to face contacts with consumers taking place off-site:		
5	Number of staff face to face contacts with an enrolled consumer's family:		
6	Number of collateral contacts on behalf of enrolled consumers:		
7.	Aggregate hours of telephone contacts with client or collateral will be made:		
8.	Consumers linked to another mental health program within your agency:		
9.	Consumers linked to another mental health program not your own:		
10.	Consumers linked to non-mental health providers:		
		Individual	Group
11.	**Units of Service for case management: (Sum of items 3 thru 6):**		
12.	Number of consumers placed into integrated employment settings:		
13.	Number of consumers placed again:		
14.	Number of consumers assisted into educational/training opportunities:		
15.	Number of hours of pre-placement preparation provided to consumers:		
16.	Number of hours of on-site job coaching provided to consumers:		
17.	Number of hours of off-site employment related provided to consumers:		
18.	**Units of Service for supported employment: (Sum of items 15 thru 17):**		

A N N E X A
TANF/GA SERVICES

The TANF/GA (Mental Health Initiative) program services provide case coordination and other case management services to link welfare recipients with mental illness to necessary mental health services including psychiatric evaluation, medication, out patient and other critical treatment services. This may include assisting in making application for SSI or SSDI. TANF and GA recipients may be provided with job readiness, vocational counseling, career guidance, individualized job placement, customized community work experience (CWEP) and job coaching as needed in paid work or CWEPS.

FACE-TO-FACE CONTACTS: Refers to direct contact with or on behalf of the consumers for 15 continuous minutes. If a contact exceeds more than 15 continuous minutes, count as multiple contacts. If one staff member serves between two and six clients simultaneously, count as one group contact per client (group contacts of seven or more clients are not reportable). Travel time is to be excluded from overall contact time.

ON-SITE CONTACTS: Refers to staff face-to-face contacts provided at the agency site.

OFF-SITE CONTACTS: Refers to all other face-to-face contacts with enrolled clients. Contacts with clients at State and County Hospitals should be counted as off-site.

COLLATERAL CONTACTS: Refers to face-to-face contacts made to persons by the case management staff on behalf of the enrolled client. May include contacts with persons such as other service providers, friends, landlords, etc.

CASE MANAGEMENT UNITS OF SERVICE: The sum of all staff face-to-face contacts with clients on-site and off-site, collateral contacts on behalf of clients (Sum of lines 3 through 6.)

1. The number of consumers new to the supported employment program. Includes transfers from other program elements or direct admissions.

2. The number of new consumers with an active DYFS case.

3. The number of on-site staff face-to-face contacts.

4. The number of off-site staff face-to-face contacts.

5. The number of face-to-face contacts a staff member will have with an enrolled consumer's family.

6. The number of collateral contacts a staff member will have on behalf of an enrolled consumer.

7. Aggregate phone time with or on behalf of the consumer.

8. Number of consumers to be linked to another mental health program within your agency.

9. Number of consumers to be linked to another mental health program not your own.

10. Number of consumers to be linked to non-mental health providers.

11. Units of Service for case management = Sum of items 3 thru 6.

12. The number of enrolled consumers who are placed or assisted into an integrated employment setting using individualized job development.

A N N E X A
TANF/GA SERVICES

Focused Supported Employment services targeted to assist TANF/GA recipients with mental illness actively choose, secure and retain full and part time jobs in competitive work settings. This is a collaborative effort between the consumer, employer, supported employment specialist, and others on the consumer's support team in providing work, mental health and generic supports to the individual both on and off the job site. Supported Employment is responsible for insuring consumers' participation in a 35-hour alternative work experience.

13. The number of enrolled consumers who have held SE jobs, lost those jobs or are seeking a new job as part of a career plan and are placed or assisted again into an integrated employment setting using individualized job development.

14. The number of enrolled consumers who are assisted in gaining access to and entering a GED, post secondary, certificate or other educational opportunity.

15. The number of hours of pre-placement preparation provided to consumers.

16. The number of job coaching hours the employment specialist is on-site with the consumer providing employment support.

17. The number of hours of off-site specific vocational interventions provided to consumers. These activities include pre-placement preparation (intake, career development, internship, situational assessments, etc.), individualized job development for a specific consumer, off-site employment supports such as graduate groups, etc. Do not include travel time, paperwork, or non-direct consumer meetings.

18. Supported Employment Units of Service for supported employment = Sum of items 15 thru 17.