

*Quarterly Contract Monitoring Report (QCMR)
Client Movement Report
Community Advocates/POST*

USTF Code: _____	Reporting Quarter: (Check One)			
Name of Agency: _____	July 1 to September 30 _____			
Name of Program: _____	October 1 to December 31 _____			
Contact Person/Phone #: _____	January 1 to March 31 _____			
Date Submitted: _____	April 1 to June 30 _____			
Check Agency Reporting Quarter	1. _____	2. _____	3. _____	4. _____

1. _____	2. _____	3. _____	4. _____
Beginning Active Enrollees (First Day of Quarter)	New Enrollees to Program Element During Quarter:	Discharged From Program Element During Quarter:	Ending Active Enrollees (Last Day of Quarter)

Volunteers/Student Intern/Peers

5. Beginning Number of Volunteers/Student Interns/Peers: (First Day of Quarter)	_____
6. New Volunteers/Student Interns/Peers Enrolled During Quarter:	_____
7. Volunteers/Student Interns/Peers Dropped Out During Quarter:	_____
8. Ending Number of Volunteers/Student Interns/Peers: (Last Day of Quarter)	_____

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1	Number of Training Hours Delivered by Staff to Volunteers, Interns, Peers:	_____
2	Number of New Volunteers/Interns/Peers that Completed Training:	_____
3	Number of Face-to-Face Socialization Contacts between Consumers and Volunteers/Interns/Peers:	_____
4	Number of Boarding Homes Served:	_____
5	Number of Group Sessions with Boarding Home Residents:	_____
6	Number of Participants in Boarding Home Group Sessions: (Duplicate Count)	_____
7	Number of Other Group Sessions Provided by the Agency (e.g. Self-Help Groups):	_____
8	Total Number of Participants in all Group Sessions: (Duplicate Count)	_____
9	Number of Advocacy Linkage Contacts Made on Behalf of Consumers not enrolled in DMHS Services:	_____
10	Number of Staff Training/Support Hours Provided to Consumers Participating on Mental Health Boards and Other Community Advocacy Groups:	_____
11	Number of Consumers on Mental Health Boards and Other Community Advocacy Groups who Received Training and Support:	_____

COMMUNITY ADVOCATES/POST

Individual advocacy and companionship services provided by trained volunteers either on a one-to-one, or group basis, primarily to boarding home and other residential clients, to help prevent social isolation and enhance successful integration into community living.

- **TRAINING HOURS:** Refers to the total number of training hours of a group or individuals using one-hour increments rounding to the nearest hour. This includes staff, volunteers, student interns, peers, and consumers.
- **FACE TO FACE SOCIALIZATION CONTACTS:** Refers to direct client contact made between consumers, volunteers and/or interns lasting for one hour or more. One contact unit = one hour, rounding to the nearest hour.
- **GROUP SESSIONS:** Refers to the number of contacts with boarding home residents lasting up to an hour. Sessions are counted in one-hour units rounded to the nearest hour.
- **GROUP SESSION PARTICIPANT:** Refers to each individual attending group sessions. (Duplicates count).
- **GROUP SESSSIONS BY AGENCIES:** Refers to the number of group sessions provided by an agency in the community. This includes self-help groups, education groups, employment groups, etc.
- **ADVOCACY/COLLATERAL LINKAGES:** Refers to the total number of contacts made on behalf of consumers not enrolled in a DMHS service. Contacts may include any documented face to face or telephone collateral contacts with the goal of linking a client to a service. One contact unit = one hour, rounded to the nearest hour.

COMMUNITY ADVOCATES/POST

Individual advocacy and companionship services provided by trained volunteers either on a one-to-one, or group basis, primarily to boarding home and other residential clients, to help prevent social isolation and enhance successful integration into community living.

- 1. BEGINNING ACTIVE ENROLLEES:** Consists of clients who have had at least one face-to-face contact with your agency in the last 90 days and were active on the last day of the previous quarter. The Beginning Active Caseload of the current reporting quarter equals the Ending Active Caseload of the previous quarter.
- 2. NEW ENROLLEES:** Clients who were newly enrolled in your agency during the reporting quarter and were enrolled in this program element prior to enrollment in any other program element within your agency.
- 3. DISCHARGED:** Clients who are no longer receiving services at your agency.
- 4. ENDING ACTIVE ENROLLEES:** Is the active caseload on the last day of the reporting quarter.

Calculate as follows: **ADD** (Beginning Active Enrollees) + (New Enrollees) then **SUBTRACT** (Discharged) = **Ending Enrollees**.

- 5. BEGINNING VOLUNTEERS/STUDENT INTERNS/PEERS:** Consists of volunteers who have had at least one face-to-face contact with a consumer in the last 90 days and were active on the last day of the previous quarter. The **Beginning Active Volunteers** of the current reporting quarter equals the **Ending Active Volunteers** of the previous quarter.
- 6. NEW VOLUNTEERS:** Volunteers who were newly enrolled in your agency during the reporting quarter.
- 7. VOLUNTEERS DROPPED OUT:** Volunteers who are no longer providing advocacy and support services through your agency.
- 8. ENDING VOLUNTEERS:** Is the active caseload on the last day of the reporting quarter.

Calculate as follows: **ADD** (Beginning Active Volunteers) + (New Volunteers) then **SUBTRACT** (Dropped Out) = **Ending Volunteers**.