

PY 2008-2009 CTF Quarterly Numbers Served – Instructions

For each quarterly data report, enter the Quarterly Numbers Served online prior to mailing the report to AU. The date on which this information was submitted online should be noted on the CTF Data Report Cover Sheet.

On or before the 1st day of the month in which a data report is due, the link to the website where the Quarterly Numbers Served will be entered for that quarter's report will be posted on CTF's website at the following location: www.ctf.alabama.gov/ProgReporting.htm

Only submit the information online ONCE per quarter. If you discover after submitting the information that an error was made, do NOT resubmit the information. Instead, contact the CTF Evaluation Team by email (griffmm@auburn.edu, ctfeval@auburn.edu) or by phone (334-353-4928, 334-844-3299). The CTF Evaluation Team will make sure that any needed corrections are made.

Since information should be submitted all at one time for a given quarter, it is important to compile the information to be submitted prior to accessing the weblink. The information that needs to be compiled is based upon the information contained on applicable Master List(s) AND the Master Output Report. Information for the given quarter will be based upon the following time periods:

1. 1st Quarter – Prior to August, August, September, October
2. 2nd Quarter – November, December, January
3. 3rd Quarter – February, March, April
4. 4th Quarter – May, June, July

Compile the information below to prepare for submitting Quarterly Numbers Served:

1. Agency Name
2. Program Name
3. Contract #
4. Program Type
5. **General Master List (if used by your program):**
 - a. Number of Disclosures of Child Abuse/Neglect through program by quarter
 - b. Number of PY 2008-2009 Special Needs Children/Youth (or Parents of) who began by quarter
 - c. Number of PY 2008-2009 Adult/Parent participants who began by month
 - d. Number of PY 2008-2009 Child/Youth participants who began by month
6. **School-Based Classroom Master List (if used by your program):**
 - a. Number of Disclosures of Child Abuse/Neglect through program by quarter
 - b. Number of students who began by month
 - c. Total number of school teachers listed on Master List by quarter
 - d. Total number of schools listed on Master List by quarter

- e. List names of school course/class (i.e., P.E., home economics, etc.) where program was presented by quarter
- f. List of grade levels served by quarter
- g. List of ages served by quarter
- h. Total number of male students who began by quarter
- i. Total number of female students who began by quarter
- j. Total number of Caucasian students who began by quarter
- k. Total number of African-American students who began by quarter
- l. Total number of Hispanic students who began by quarter
- m. Total number of Asian-American students who began by quarter
- n. Total number of Native-American students who began by quarter
- o. Total number of Biracial American students who began by quarter
- p. Total number of students of other ethnicity who began by quarter
- q. List of other ethnicity served by quarter

7. School-Based Presentation Master List (if used by your program):

- a. Number of Disclosures of Child Abuse/Neglect through program by quarter
- b. Number of students who began by month
- c. Total number of principals listed on Master List by quarter
- d. Total number of schools listed on Master List by quarter
- e. List of grade levels served by quarter
- f. List of ages served by quarter
- g. Total number of male students who began by quarter
- h. Total number of female students who began by quarter
- i. Total number of Caucasian students who began by quarter
- j. Total number of African-American students who began by quarter
- k. Total number of Hispanic students who began by quarter
- l. Total number of Asian-American students who began by quarter
- m. Total number of Native-American students who began by quarter
- n. Total number of Biracial American students who began by quarter
- o. Total number of students of other ethnicity who began by quarter
- p. List of other ethnicity served by quarter

8. Master Output Report (all programs):

- a. Number of Disclosures of Child Abuse/Neglect through program by quarter
- b. Number of participants served through community awareness activities by month
- c. Total number of community awareness activities listed on Master Output Report by quarter
- d. List of types of activities by quarter