

DBH Treatment and Recovery FY23 Grant
Residential Care for Children & Youth
Quarterly Report Checklist & Transmittal Coversheet

To: DHSS Finance & Management Services
Grants & Contracts Section,
Attention: _____,
Grant Administrator

Date: _____
Organization: _____
Grant Number: _____
Form submitted by: _____

The checklist below will help you ensure your organizations quarterly report submittals contain all the necessary reports and appropriate documentation

Upload this completed checklist and required documentation listed below as a single pdf into GEMS. Once you have uploaded this documentation you will be able to complete your CFR.

Quarter (check one):

July 1- Sept 30 Oct 1-Dec 31 Jan 1-March 31 April 1-June 30

- A Cumulative Financial Report (CFR) for the quarter.
- Quarterly Program Report (organizations format)
- Narrative Report

Quarterly Reports

RBRS providers are required to turn in the following reports quarterly on forms provided by the department for submission of this information.

1. Program Narrative reporting program general status
2. Fiscal Report reporting use of Core Funds
3. Data Reports
 - a. Total number of children/youth referred, accepted, and denied admission for quarter
 - b. If referral refused, DSM IV, GAF, IQ clinical rational for denial)
 - c. Total discharged after completing treatment
 - d. Total discharged without completing treatment
 - e. Number of ISA requests, ISA requests approved/ denied and number of youth maintaining placement due to ISA support.
4. Individual Child/Youth Reports for any Child/Youth in Care During the Quarter
 - a. Length of stay in treatment

- b. Level II
 - c. Level III-IV
 - d. Discharge placement identified (indicate if child/youth is in state custody)
 - e. Diagnosis at client discharge
 - f. Significant progress toward individual treatment goals
 - g. Average length of time from referral to admission into program
5. Staff Reporting Criteria
- a. Staff training provided since last report
 - b. Report of any noncompliance with staff training requirements
6. Program Evaluation Results