



## MONITORING TOOL

SFY \_\_\_\_\_

County: \_\_\_\_\_

Service Provider Name: \_\_\_\_\_

Program/ Service Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

### TYPE OF PROGRAM/ SERVICE

- ' Parent Education: Individual Group
- ' Parent Support: Individual Group
- ' Parent Life Skills Training
- ' Information & Referral
- ' Case Management/ Svc. Coordination
- ' Crisis Stabilization
- ' Respite Care
- ' Family Activity
- ' Mentors for Youth
- ' Child Development Assessment
- ' Child Safety Training
- ' Social/ Emotional Youth Development
- ' Parent/ Child Interactive Sessions
- ' Training for Professionals/ Volunteers
- ' Public Awareness Materials
- ' Public Awareness Activity
- ' Parenting Supplies
- ' Other: \_\_\_\_\_

### MONITORING METHOD(S)

- ' Review of written report(s) - Date(s) of report(s): \_\_\_\_\_
- ' Review completed evaluation instruments
- ' Conference with program personnel Name: \_\_\_\_\_  
Position: \_\_\_\_\_
- ' Interview program participant(s): # of Adults \_\_\_\_\_ # of Children \_\_\_\_\_
- ' Observe program activities
- ' Other/ Specify: \_\_\_\_\_

**Total Grant Amount: \$ \_\_\_\_\_ Expended To Date: \$ \_\_\_\_\_ = \_\_\_\_\_ %**  
Explanation for year-to-date expenditures below 40% or over 60%: \_\_\_\_\_

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**PROGRESS IN ACHIEVING DELIVERABLE(S)**

**Deliverable #1:** \_\_\_\_\_

Unit of service: \_\_\_\_\_

Total # units projected: \_\_\_\_\_ # units provided to date: \_\_\_\_\_ = \_\_\_\_\_ %

How is service delivery documented ? \_\_\_\_\_

Sufficient documentation is available to substantiate service delivery. ' Yes ' No

What type of evaluation is routinely done concerning this deliverable ?

- ' Customer Satisfaction Survey
- ' Pre-test/ Post-test
- ' Self Report of Benefit(s)
- ' Outcome Evaluation - Instrument(s) Utilized: \_\_\_\_\_

Comments: \_\_\_\_\_

**Deliverable #2:** \_\_\_\_\_

Unit of service: \_\_\_\_\_

Total # units projected: \_\_\_\_\_ # units provided to date: \_\_\_\_\_ = \_\_\_\_\_ %

How is service delivery documented ? \_\_\_\_\_

Sufficient documentation is available to substantiate service delivery. ' Yes ' No

What type of evaluation is routinely done concerning this deliverable ?

- ' Customer Satisfaction Survey
- ' Pre-test/ Post-test
- ' Self Report of Benefit(s)
- ' Outcome Evaluation: Instrument(s) Utilized: \_\_\_\_\_

Comments: \_\_\_\_\_

**Deliverable #3:** \_\_\_\_\_

Unit of service: \_\_\_\_\_

Total # units projected: \_\_\_\_\_ # Units provided to date: \_\_\_\_\_ = \_\_\_\_\_%

How is service delivery documented ? \_\_\_\_\_

Sufficient documentation is available to substantiate service delivery. ' Yes ' No

What type of evaluation is routinely done concerning this deliverable ?

- ' Customer Satisfaction Survey
- ' Pre-test/ Post-test
- ' Self Report of Benefit(s)
- ' Outcome Evaluation: Instrument(s) Utilized: \_\_\_\_\_

Comments: \_\_\_\_\_

**Deliverable #4:** \_\_\_\_\_

Unit of service: \_\_\_\_\_

Total # units projected: \_\_\_\_\_ # Units provided to date: \_\_\_\_\_ = \_\_\_\_\_%

How is service delivery documented ? \_\_\_\_\_

Sufficient documentation is available to substantiate service delivery. ' Yes ' No

What type of evaluation is routinely done concerning this deliverable ?

- ' Customer Satisfaction Survey
- ' Pre-test/ Post-test
- ' Self Report of Benefit(s)
- ' Outcome Evaluation: Instrument(s) Utilized: \_\_\_\_\_

Comments: \_\_\_\_\_

**What challenges have been experienced related to service provision ?** \_\_\_\_\_

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**How are these challenges being addressed ?** \_\_\_\_\_

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**Comments/ Recommendations:** \_\_\_\_\_

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**Reviewer:** \_\_\_\_\_

**Date:** \_\_\_\_\_