



SUFFOLK COUNTY GOVERNMENT

Long Island, New York
 DEPARTMENT OF HUMAN SERVICES
 YOUTH BUREAU

County Executive, Steven Bellone

Statistical Reporting Form

Agency Name:	<input type="text"/>	Program Name:	<input type="text"/>
Month:	<input type="text"/>	Year:	<input type="text"/>
Program:	<input type="text"/>	Completed by:	<input type="text"/>

Youth Served:

1. New youth receiving services for the first time this month:
2. New Youth Demographics for this month:

Age	Male	Female	Total
0-4			
5-9			
10-14			
15-19			
20			
21+			
Total*			

Ethnicity	Total
Asian	
Black	
Hispanic	
Native American	
White	
Other	
Total*	

Performance Management

Record this month's total performance numbers for the following performance measures.

Performance Measures	Yearly Target	Monthly Input
# of Unduplicated Clients Served		
# of Services/Programs Delivered		
Hours Clients Spend Per Program		
Number of paid staff		
Number of Volunteers		
Hours of Operation (# of hours open during reporting period)		

Additional Comments/Information on Services:

Monthly Activity:

Record on this page any activities that occurred this month that are not recorded on Youth Cards. Please indicate "Not Applicable" if none of the listed activities occurred within the month.

1. Briefly describe any Community events, including number of persons involved.

2. Briefly describe any Community Education events, including number of persons attended.

3. Briefly describe any One Time Special events, including number of persons attended.

(i.e. party, dance, concert, etc.)

4. Other Comments/Information regarding the above information:

5. Describe activities provided under each above category of service during the month:

Category of Service	Brief Description of Activities	# of Youth Served this Month	# of New Youth Receiving Services
Recreation			
Education			
Employment			
Health			
Family Life and Youth Development			
Alcoholism/ Substance Abuse			
Runaway and Homeless Services			
Juvenile/Adult Justice			
Other			

Instructions for Statistical Reporting Form

All contract agencies are required to fill out the Monthly Statistical Reporting Form in its entirety for each contract with Suffolk County. If your agency has multiple contracts with the Suffolk County Youth Bureau, please fill out a form for each contract in its entirety for each of the separate contracts.

Youth Served:

1. Enter the total number of youths receiving services for the first time this month (New youths). If they received more than one service (or attended more than one event) in the month, only count them once.
2. Enter the number of NEW youths by age, sex and ethnicity in the appropriate columns. The total column should equal the total in question #1.

Performance Management

For each one of the performance measures, a yearly target and the monthly input must be entered. Please note that the yearly target can be an estimate if you do not have a formal target.

# Of Unduplicated Clients Served:	Total number of clients served. If a client received more than one service in the month, they are only counted one time.
# Of Services/Programs Delivered:	Total number of all programs/services provided in the month.
Hours spent per program:	Average number of hours spent per program.
Number of Paid Staff:	Total # of staff who worked during the month.
Number of Volunteers:	Total # of volunteers who worked during the month.
Hours of Operation:	Total number of hours open for operation during the month. For example, if you are open Monday thru Friday 9–5, your total hours of operation equals 40.

Additional Comments/Information on Services

List any other information which may be beneficial in interpreting the above data. For example-if you served an unusually high number of youths this month because you sponsored a concert, please let us know that.

Monthly Activity

Describe your monthly events under each appropriate question. Please fill out the chart in question #5 in its entirety including the total number of youth attending each type of service and total # of new youths that attended each specific type of service.

Definitions

New Youths:	New youths receiving services for the first time during the specified month.
Unduplicated Client:	A client who is counted only once, no matter how many direct services the client receives during the month.
Community Events:	Any planned gathering open to the public for a specific purpose.
Community Education:	Programs to promote learning and social development.
One Time Special Event:	A non-reoccurring event or infrequently occurring event outside normal programs or activities.