

**KINSHIP CARE RESOURCE CENTER
QUARTERLY REPORT FORM**

Please submit the quarterly report by the 15th of the quarter following the period being reported.

Name of Provider: _____ Telephone Contact: _____

Person authorized to submit the report: _____

Date of Reporting Period: _____

Section I: Highlight activities during this reporting period.

Section II: Highlight any challenges faced during this reporting period.

Section III: Information & Referral

A. How many information & referrals were conducted during this reporting period.

Reason for Calls	# of Requests

B. Indicate the type of referrals from families in need of social services.

Reason for Calls	# of Requests	# of New Callers	# of Professional Agencies	Outcome of Referral

Section IV: Support Groups

Date	# Attendees	Topics	Presenter/Agency	Location

Section V: Kinship Empowerment:

List all group activities & workshops to empower kinship care families and children.

Date	# Attendees	Type of Activity	Presenter/Agency Sponsor	Location

Section VI: Emergency Assistance/Direct Service:

List all efforts to provide emergency assistance and direct service delivery.

Date	Type of Assistance	Nature of Emergency	Type of Linkage (if any)

Section VII: Collaboration/Community Outreach

A. Indicate the type of community outreach to kinship care families to promote services & activities. Attach copies of mailings.

Date	Type of Activity	# Current Mailing List	# Additions Mailing List

B. List the dates of all meetings & workshops to support kinship care families and collaborate with other public & private agencies.

Date	Type of Meeting	# Caregiver Attendees	# Agencies Represented (list)	# Resource Center Staff	Services Provided	Planned Follow-Up

Section VIII: Transportation Assistance

Date	Reason for Transportation Assistance	# Families	# Adults	# Children	Mode of Transportation

IX: Proposed Activities/Comments

Please detail any proposals for activities or events under consideration by the Resource Center. Include any additional comments or requests for technical assistance from DH