Project #

OMB NO. 0930-0270
Expiration Date XX/XX/XXXX

Weekly Tally Sheet
Brief Educational and Supportive Services Not Elsewhere Included

Provider Name

County or Parish

Provider Number

Week beginning mm/dd/yyyy

Employee ID

TYPE OF CONTACT	NUMBER OF CONTACTS OR NUMBERS DISTRIBUTED							
	SUN.	MON.	TUES.	WED.	THURS	FRI.	SAT.	TOTAL
In-person brief educational or supportive contact								
Telephone contact by crisis counselor								
Hotline/helpline/lifeline contact								
Email contact								
Community networking and coalition building								
MATERIALS DISTRIBUTED	Do not include materials that are captured on individual/family or group encounter data collection forms.							
Material handed to people								
Material mailed to people's homes and/or left at a person's unattended home								
Material left in public places								
Mass media								
Social networking messages								

Note: If the number is zero, the field may be left blank.

Reviewer Name

Signature

Date of Review

INSTRUCTIONS:
WEEKLY TALLY SHEET
BRIEF EDUCATIONAL AND SUPPORTIVE SERVICES (NOT ELSEWHERE INCLUDED)

When to Use This Form:

This sheet is intended to capture all of the contacts you have had for a particular week that have not been captured on any other form. In other words, if you have completed an Individual/Family Crisis Counseling Services Encounter Log for someone, or if you have counted someone as a participant on the Group Encounter Log, you will not count that person or the materials handed out during those encounters here.

NUMBER OF CONTACTS OR NUMBER DISTRIBUTED—For each day of the week, fill in the total number of contacts for each of the following types:

IN PERSON BRIEF EDUCATION OR SUPPORTIVE CONTACT—The number of brief contacts with individuals, or groups of individuals, that did not result in in-depth discussion or interaction of an educational or crisis counseling nature. Record this contact on the Weekly Tally Sheet when it is *less than 15 minutes*. (If your contact is more than 15 minutes, please fill out the Individual/Family Crisis Counseling Services Encounter Log.) If you also distributed materials during this interaction, you will record that under the "MATERIALS DISTRIBUTED" section of this form.

TELEPHONE CONTACT BY CRISIS COUNSELOR—The number of brief telephone contacts with individuals that did not result in in-depth discussion or interaction of an educational or crisis counseling nature. Record this contact on the Weekly Tally Sheet when it is *less than 15 minutes*. (If your contact is more than 15 minutes, please fill out the Individual/Family Crisis Counseling Services Encounter Log.)

HOTLINE/HELPLINE/LIFELINE CONTACT—The number of calls that come into the hotline/helpline/lifeline designated for this Crisis Counseling Assistance and Training Program (CCP). Record this contact on the Weekly Tally Sheet when it is *less than 15 minutes*. (If your contact is more than 15 minutes, please fill out the Individual/Family Crisis Counseling Services Encounter Log.)

EMAIL CONTACT—The number of brief email contacts with individuals that did not result in in-depth discussion or interaction of an educational or crisis counseling nature.

COMMUNITY NETWORKING AND COALITION BUILDING—How many people did you come into contact with for the purpose of networking within the community or building local coalitions? (Did you build relationships with community resource organizations, faith-based groups, and local agencies? Did you attend a community event to provide a compassionate presence and to be available to provide crisis counseling services, if needed? Did you initiate or attend an unmet-needs committee or long-term recovery meeting, or other disaster relief-oriented gathering?)

MATERIAL HANDED TO PEOPLE—How many packets or materials were distributed by handing them out to people with no or minimal contact? (One packet of information, even if containing multiple pieces, is counted as one.)

MATERIAL MAILED TO PEOPLE'S HOMES AND/OR LEFT AT A PERSON'S UNATTENDED HOME—How many packets or materials were mailed to people's homes and/or left at people's homes when they were not there (with no interaction with the people living in the homes)? (If you left a packet of information on a doorstep, count it as one material item left, even if the packet contained multiple pieces.)

MATERIAL LEFT IN PUBLIC PLACES—How many materials were left in public places?

For this crisis counseling program, the following may be captured by the crisis counselor or by the administrative program staff:

MASS MEDIA—How many mass media messages did you publish or broadcast? This includes newspaper ads, radio broadcasts, listserv mailings, advertisements, etc. *that were created or developed by the program*. This does not include surface mailing of materials, which is recorded above under MATERIAL MAILED. In general, the number of people "receiving" messages through mass media will be unknown (e.g., the number of people reading your newspaper ad is unknown), therefore, do not record the reach of the message - only the *number of messages* published or broadcasted.

SOCIAL NETWORKING MESSAGES—How many messages did you post via social networking mechanisms (e.g., Facebook or Twitter)? *Do NOT include the number of replies or posts made by outside parties.*

Please submit the completed form to the designated person in your agency who will review and sign the form.

Thank you for taking the time to complete this form accurately and fully!