

## **Monthly Report for Grant (Instructions)**

- 1 Click on the FY20 tab at the bottom.
- 2 Enter the reporting agency name by using the drop down box.
- 3 Each Child' s information must be entered on a separate line.
- 4 Enter the Child's name, DOB, Age at Enrollment, Referral Date, Enrollment Date, and Match Date (if applicable).
- 5 Eligible youth identified for services will be screened an must possess at least 2 of the 13 risk factors.
- 6 Enter the 2 identified Risk Factor by using the drop down box for the list.
- 7 Enter the type of service provided to the youth during the month by using the drop down box.
- 8 Enter any comments you might feel the department needs to be inform about the youth.
- 9 Save your spreadsheet often. Do not forget to save it before closing it.
- 10 Email the workbook to Angelique Gaxiola (Angaxiola@epcounty.com) and Arlette Franco (afranco@epcounty.com) no later than 5 working day from the last day of the month for which payment is requested.

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