



Access the databases:

THP-Plus Participant Tracking System - www.thplusdata.org

THP+FC Participant Tracking System - www.cafcddata.org

THP-Plus and THP+FC Participant Tracking Systems

Reporting Schedule

Report:	Data should be collected:	Report is due:
Participant Overview & Entrance Form	At time of enrollment	15 days after enrollment
Quarterly Update Forms	At end of each quarter	On the 15 th of the month following
Exit Form	At time of exit	15 days after exit
6-Month Follow-Up Form	6 months from exit	15 days after 6-month mark
12-Month Follow-Up Form	12 months from exit	15 days after 12-month mark

Quarterly Due Dates

Fiscal Quarter	Reporting Period:	Due Date:
1	July 1 – September 30	October 15
2	October 1 – December 31	January 15
3	January 1 – March 31	April 15
4	April 1 – June 30	July 15

Note about quarterly reports: The first quarterly report should be completed for the quarter during which the participant entered. This means that even if the participant entered at the very end of the quarter, a quarterly report will still need to be completed for that short time period. *(Ex: John Doe enters on December 27, 2014. An entrance report is completed for him on December 27th. A quarterly report is then completed for him due by January 15, 2015 even though it covers a period of 5 days).*

Note about follow-up reports: If a participant is unable to be located to complete a 6- or 12-month follow up form, provider should check the “lost to follow-up” box on the participant’s profile.

QUESTIONS, TRAINING & TECHNICAL ASSISTANCE:

Available Monday - Thursday between 9 AM - 5 PM: Contact Simone Tureck at simone@johnburtonfoundation.org or 415-693-1323