



**Access the databases:**

THP-Plus Participant Tracking System - [www.thplusdata.org](http://www.thplusdata.org)

THP+FC Participant Tracking System - [www.cafcddata.org](http://www.cafcddata.org)

## THP-Plus and THP+FC Participant Tracking Systems

### Data Entry Schedule

Data Forms:	Data should be collected:	Final Due Date for Data:
Participant Overview & Entrance Form	At time of enrollment	15 days after enrollment
Quarterly Update Forms	At end of each quarter	On the 15 <sup>th</sup> 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 Breakdown

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 forms:** The rule of thumb is *if the participant is in the program on the last day of the quarter, a quarterly form should be completed*. So, the first quarterly form 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 form will still need to be completed for that short time period. Conversely, if a participant exits *prior* to the last day of the quarter, a quarterly form *should not* be completed.

**Note about follow-up forms:** 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@jbaforyouth.org](mailto:simone@jbaforyouth.org) or 415-693-1323