

**PILOT ID:** \_\_\_\_\_

(1=BAKERSFIELD; 2=DAYTON; 3=DENVER; 4=FT. LAUDERDALE; 5=NYC; 6=PORTLAND ME; 7=PORTLAND OR; 8=SALT LAKE CITY; 9=SEATTLE; 10=ST. LOUIS)

**INITIALS OF PERSON COMPLETING THIS CHECKLIST:** \_\_\_\_\_

**DATE COMPLETED:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## QUARTERLY DATA CHECKLIST

---

**DOCUMENTATION TO BE TURNED IN FOR THE QUARTER:** \_\_/\_\_/\_\_ - \_\_/\_\_/\_\_

- Data from the **Client Database** for *only* those clients who have signed a consent form. Specific instructions for exporting these quarterly data can be found in the User Manual in this notebook (see Data Functions Tab).
- Photocopies of **Consent Forms** signed by those clients who have received respite services during this quarter. *Please ensure that client signatures have been blacked out*; client ID numbers will be used to cross-reference with the database. Note that client ID numbers on these consent forms should exactly match those for whom you are sending data via the client database.
- Turnaway Forms** capturing data on only those clients who were turned away from your respite program during this quarter.
- Client Refusal Form (optional)** indicating the number of clients who received respite services from your program during this quarter, but refused to sign the evaluation consent form.

**Note:** Original copies of all forms can be found in your Client Data Collection Notebook. This Notebook also contains pre-addressed envelopes for sending all forms. If you have any questions, please contact: Suzanne Zerger, Research Specialist, National HCH Council, at 505-254-3993.