

CASE MANAGEMENT SERVICES REPORT FORM

Grantee & Program/Project:

Instructions:

For the January 1 - June 30 report period:

Evanston NEW = the number of new Evanston participants who enrolled between Jan 1-June 30 (and were not enrolled in the prior year)
Evanston CONTINUING = the number of Evanston residents enrolled prior to January 1, 2025.

Total Participants NEW = the number of all new participants (including Evanston residents) enrolled in services between Jan 1-June 30 (and were not enrolled in the prior year)
Total Participants CONTINUING = the number of all participants (including Evanston residents) enrolled in services prior to January 1, 2025.

For the July 1 - December 31 report period:

Evanston NEW = the number of new Evanston participants enrolled between July 1 - Dec 31 (and were not enrolled in the prior year)
Continuing Evanston = the number of Evanston participants enrolled prior to July 1

Total Participants NEW = the number of all new participants (including Evanston residents) enrolled between July 1-Dec 31 (and were not enrolled in the prior year)
Total Participants CONTINUING = the number of all participants (including Evanston residents) enrolled in services prior to July 1

Send Source Document with report submission as pdfs. If staffing is paid with grant funds, **time & activity tracking MUST be provided** if individuals being paid with grant funds also work on other programs that are not grant funded. Time & Activity tracking must also be provided for staff working with Evanston and non-Evanston residents. If staff work exclusively with Evanston residents, no time & activity tracking is required.

In Yellow: number of Evanston **NEW** and **CONTINUING** (participants) should match row 13 totals for each column (example B37=B13)

In Peach: number of Total Participants **NEW** and **CONTINUING** should match row 13 totals for each column (example E22 = E13)

Fields in grey will automatically total - **do not enter numbers in grey boxes!**

Participants Served	REPORT PERIOD: January 1 - June 30				
	Evanston NEW	Evanston CONTINUING	Total Participants NEW	Total Participants CONTINUING	Total Participants Served
					0

Participants Served	REPORT PERIOD: July 1 - December 31				
	Evanston NEW	Evanston CONTINUING	Total Participants NEW	Total Participants CONTINUING	Total Participants Served
					0

Family Income -- New*	REPORT PERIOD: January 1 - June 30				
	Evanston NEW	CONTINUING Evanston	Total Participants NEW	Total Participants CONTINUING	Total Participants Served
Very Low-less than 30% of median					0
Low-less than 50% of median					0
Moderate-less than 80% of median					0
Not Low/Moderate-80%+ of median					0
Total	0	0	0	0	0

Family Income -- New*	REPORT PERIOD: July 1 - December 31				
	Evanston NEW	Evanston CONTINUING	Total Participants NEW	Total Participants CONTINUING	Total Participants Served
					0
					0
					0
					0
Total	0	0	0	0	0

Race	REPORT PERIOD: January 1 - June 30				
	Evanston NEW	CONTINUING Evanston	Total Participants NEW	Total Participants CONTINUING	Total Participants Served
White (non-Hispanic)					0
White (Hispanic)					0
Black/African American					0
Black/African American (Hispanic)					0
Asian					0
American Indian/Alaskan native					0
Native Hawaiian/Other Pacific Islander					0
Other multi-racial					0
Other multi-racial (Hispanic)					0
Total	0	0	0	0	0

Race	REPORT PERIOD: July 1 - December 31				
	Evanston NEW	Evanston CONTINUING	Total Participants NEW	Total Participants CONTINUING	Total Participants Served
					0
					0
					0
					0
					0
					0
					0
					0
					0
Total	0	0	0	0	0

Age Information	REPORT PERIOD: January 1 - June 30				
	Evanston NEW	CONTINUING Evanston	Total Participants NEW	Total Participants CONTINUING	Total Participants Served
Children under 18					0
Adults 18-64					0
Senior Citizens 65+					0
Total	0	0	0	0	0

Age Information	REPORT PERIOD: July 1 - December 31				
	Evanston NEW	CONTINUING Evanston	Total Participants NEW	Total Participants CONTINUING	Total Participants Served
					0
					0
					0
Total	0	0	0	0	0

Special Needs, if applicable -- New*	REPORT PERIOD: January 1 - June 30		REPORT PERIOD: July 1 - December 31	
	Evanston	Total	Evanston	Total
Homeless				
Female Headed Household				
Disabled/Special Needs				

Case Management Services	REPORT PERIOD: January 1 - June 30		REPORT PERIOD: July 1 - December 31	
	Evanston	Total	Evanston	Total
Number of contacts				
Number of new service plans created				
Number of updates made to new and ongoing service plans				
Number of referrals				
Number of outcomes/connections/benefits obtained				
Number of service plans successfully completed				
Number of Evanston residents interested/ eligible, but turned away for lack of capacity				
Number of exits				