

**Family Violence Program
DAILY LOG OF BASIC SERVICES**

PURPOSE:

Form 2754 is a worksheet. HHSC shelter center contractors must maintain a system to record resident and nonresident services that each client receives each day provided under the HHSC shelter contract. Definitions for the HHSC services provided are included in these instructions. **These definitions must be used when recording services.** Contractors have the option of recording services directly into the Integrated Tracking System (ITS) or using Form 2754 or similar worksheet. If the contractor records services on Form 2754 or similar worksheet, these services must be entered into the ITS by the ITS deadline.

HOW TO PREPARE:

If the Form 2754 is utilized, complete a Form 2754 for each adult and each child receiving services. Enter each person's services the day the services are provided. If a person receives more services than you can enter on one form, complete additional form(s). If a person's status changes from resident to nonresident (or vice versa), the services must be entered in the order in which they were received.

DETAILED INSTRUCTIONS:

Form 2753 Document Control No. Enter the six -digit document control number from Form 2753, Registration for Services. If the client is a child, use the parent's number.

Name of Client or Child Enter the first and last names of the client or child.

COLUMN HEADINGS:

Child Advocate Contact. Initial face-to-face contact by the designated children's staff with child resident or the parent resident, if the child is not developmentally able to be involved in this process. This should be counted in hours, measured in quarter-hour increments.

Child Recreation or Social Group. Record each recreational or social activity for resident and nonresident children. Examples are daycare programming, after-school programming, structured arts and crafts activities, outings, and non-counseling informal activities. This should be counted in hours per child, measured in quarter-hour increments.

Counseling Services. Face-to-face intervention services for a resident or nonresident child/adult that provide safety planning, understanding and support, advocacy, case management, information and education, and resource assistance to victims of family violence. This should be counted in hours per client, measured in quarter-hour increments.

Educational Arrangements for Children. Services that result in a resident or nonresident child being in compliance with the compulsory attendance requirements found in the Education Code. Examples include providing clothing or supplies for school, and conferring with school teachers or administrators. It does not include

transportation. This should be counted in hours per child, measured in quarter-hour increments.

Emergency Medical Care. Face-to-face assistance in responding to any urgent medical situations for the adult/child residents or nonresidents accessing shelter center services. This should be counted in units of service, measured as one unit per service provided per client.

Emergency Transportation. Arranging transportation: (a) to and from emergency medical facilities for shelter residents and nonresidents and/or (b) from a safe place to the shelter for persons being considered for acceptance as residents of the shelter and who are located within the shelter's service area. This should be counted in units of service, measured as one unit per service provided per client.

Entered Shelter. Date adult/child resident entered emergency shelter. This should be counted in units of service, measured as one unit per service provided per client.

Exited Shelter. Date adult/child resident left the emergency shelter. If a resident has not received any face-to-face service within a 24-hour period, the client must be exited from the ITS (but not necessarily exited from the shelter center). This should be counted in units of service, measured as one unit per service provided per client.

House Management Meeting. Provide information to and facilitate discussions between residents in a formal House Meeting in order to promote cooperative living. This should be counted in hours per client in attendance, measured in quarter-hour increments.

Information & Referral Community Services. Providing information and referring adult/child residents or nonresidents to existing community resources including but not limited to medical care, legal assistance, Department of Protective and Regulatory Services, resource assistance, public assistance, counseling and treatment services, children's services, and other

appropriate family violence services. This should be counted in units of service, measured as one unit per service provided per client.

Information & Referral Employment. Providing information and referrals to adult/child residents or nonresidents about employment training and employment opportunities, either directly or through formal arrangements with other agencies. This should be counted in units of service, measured as one unit per service provided per client.

Legal Assistance. Providing services directly to the client that include assisting adult/child residents or nonresidents in safety planning; identifying individual legal needs, legal rights, and options; and providing support and accompaniment in their pursuit of those options. This should be counted in hours per client, measured in quarter-hour increments.

Orientation. Face-to-face introduction to the adult resident or nonresident program by a trained staff or volunteer. This should be counted in hours per client, measured in quarter-hour increments.

Other Medical Care. Obtaining non-emergency professional medical services for an adult/child resident or nonresident or obtaining prescription on nonprescription medication for the client's self-administration. This should be counted in units of service, measured as one unit per service provided per client.

Other Transportation. Transporting the adult/child resident or nonresident to a single destination or to a series of destinations in a single trip. This should be counted in units of service, measured as one unit per service provided per client.

Support Groups. Counseling or educational groups for adults/children residents or nonresidents. This should be counted in hours per client, measured in quarter-hour increments.