How to use the Provider Return Report

April 2021

There are a few simple steps to getting your Provider Return Report ready to be submitted for the following services:

- Therapeutic Mentoring Programmes for young offenders
- Supervision with Activity Programmes for young offenders
- Supported Bail for young offender
- Services to implement the whanau service plans developed at or after a Youth Justice Family Group Conference
- Community Youth Development, Structured Activity Programmes for young offenders
- Youth Court Supervised Programmes for young offenders
- Therapeutic Parenting Programmes for young offenders who are soon to be parents or for parents of young offenders
- Youth Inclusion Programmes

Instructions

1. Download the Provider Return Report for YJ Services

2. Save the Excel workbook in a convenient location

3. Open the workbook

4. In the data tab:
   a. Enter Reporting Year: (select year)
   b. Select Reporting Month: (month)
   c. Enter Provider Name: xyz Service Delivery Partner
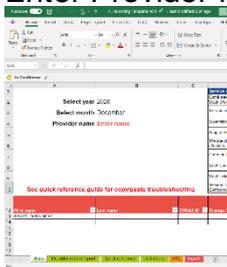
   d. Enter number of FTE for services (Youth Worker as core worker)

   e. Enter Client data

      i. Note if you have a system that can export the exact columns and with the exact matching data, you can copy and paste this information

5. Move to the **Provider return report** Tab
   a. Check that you are happy with your numbers
   b. Select "Output to email" and an email with the file for PfO will be generated

DO NOT SEND the original file as this holds client level information

Note: steps 6 and 7 only apply to Windows users, with Outlook installed

6. An Outlook window will pop up, with the file to send attached
   a. If you choose, you can view this file by double clicking the attachment
   b. **Add the PfO Advisor you wish the report to go to in the To: field**
   c. The *cc* field in the email will already be populated
      (with PfO Reporting, YJ Reporting, and Alex Dixon (Reporting Manager, Partnering for Outcomes))

7. Click *Send*

For Mac users:

1. After selecting output to emial, the output spreadsheet will be in the folder where you saved the original file.

2. You will need to browse to the folder, and attach the file to an email to send

3. Ensuring you send it to:

To: Your PfO advisor's email

Cc: PfO_Reporting@ot.govt.nz; YJ_Reporting@ot.govt.nz; Alex.Dixon@ot.govt.nz