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| **Report Due Dates** |
| 10 October 20XX |
| 05 December 20XX |
| 10 April 20XX |
| 10 July 20XX |

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| Signed by: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Description of Service** | **Performance Measures****(during the reporting period)** | **Quantity of Service** | **01 July 20XX to 30 September 20XX** | **01 July 20XX to 30 November 20XX** | **01 July 20XX to 31 March 20XX** | **01 July 20XX to 30 June 20XX** |
| The provider will support eligible rangatahi on their path to adulthood and long-term wellbeing. This will include preparation for their transition from care or youth justice; provide proactive contact and support as they establish themselves; and assist the rangatahi to further develop their skills and achieve independence. | Total number of FTE workers  | Report actual  |  |  |  |  |
| Total number of rangatahi actively engaged in education, training, employment or volunteering | Report actual |  |  |  |  |
| Total number of rangatahi in custody  | Report actual |  |  |  |  |
| Total number of rangatahi in safe and stable living arrangements | Report actual |  |  |  |  |
| Total number of rangatahi receiving service | Report actual |  |  |  |  |
| Total number of rangatahi that are a parent | Report actual |  |  |  |  |
| Total number of rangatahi who formally opted out in the reporting period | Report actual  |  |  |  |  |

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| **Provider Narrative Report – To be completed twice per year - due 5 December and 10 July.** |
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| What is the “story behind the data”? (E.g. environmental factors impacting on client results including issues, gaps, overlaps and trends).  |
| What are your areas for improvement towards achieving better results for clients (continuous improvement)? |
| Who are your partners that help you achieve results, and what joint activities have you participated in?  |
| What combination of services do you think is most effective for your clients (if applicable)? Are there needed services which are not available? Are there access barriers? |
| Provide examples of strategies or practices used to encourage ‘hard to reach’ clients to engage. |
| Provide an explanation of the variances (if any) between the volumes contracted and volumes delivered. |

Guidance notes:

This information could be sourced through client (or agencies) feedback forms, provider assessments and service evaluations.

In providing the narrative, consider the following:

* Background and presenting problems
* The types of support given to bring about change
* The changes or differences made by the client or community e.g. knowledge, skills, attitude, behaviour and life circumstances

## DATA DICTIONARY

The following defines the measures used in transition to adulthood reporting, to expand on the meaning behind the measure. This will also ensure consistency across Partners and Oranga Tamariki. These measures will be used to celebrate the successes the transitions rangatahi have achieved and understand the challenges they are facing, so that we can provide additional supports where it is needed most.

### Total number of rangatahi receiving service

A rangatahi is considered to be receiving service if:

* they are assigned to a Transition Worker as at the end of the reporting period, and
* that Transition Worker has made contact with them in the past 3 months (note this does not imply that one contact every 3 months is a sufficient level of contact).

Note: If contact has been attempted unsuccessfully (e.g. the rangatahi did not answer the call or reply to a text) that rangatahi **should not** be included. If a young person has exited the service they should not be included, and the [closure form](#closure) should be completed.

All the measures below are based on the rangatahi receiving service, meaning if they do not count as receiving service they should not be included in the counts.

### Total number of rangatahi that formally opted out during the reporting period

Collecting the number of rangatahi that have opted out during the reporting period will enable us to look in CYRAS where closure forms have been used to understand if there are positive / negative reasons for opting out. This data will be used for service improvement.

### Total number of rangatahi actively engaged in education, training, employment or volunteering

Below are examples of situations that would and would not count as education, training, employment, or volunteering. While it is not possible to give an exhaustive list, these should provide a guide that informs a decision on individual cases.

The following are some examples of what **would** count as education, training, employment, or volunteering:

* Enrolled in a course at University, Polytech, or other education provider, including online courses that result in a certificate
* Taking part in an internship
* Gainful employment in which the rangatahi has a contractual arrangement, including casual and fixed-term contracts
* Work/volunteering that is regular and on-going, such as babysitting a friend’s child for two hours every day after school or volunteering at the SPCA every Thursday

Note: There is no minimum number of shifts/hours for any of these examples. The only requirement is the situation is ongoing in the medium/long term and appropriate for the young person’s needs.

The following cases **would not** count as education, training, employment, or volunteering:

* Any of the above examples where the rangatahi is not engaged and is missing more than half their classes or shifts without good reason
* Any one-off jobs or casual work that is paid under the table, such as ad-hoc jobs for family/friends. Examples include lawn mowing for grandparents or babysitting for a single evening. While we recognise this type of work provides valuable experience, it does not represent ongoing stable employment.

Time frame that this education, training, employment or volunteering should occur in:

* Consider their status as at the end of the three-month reporting period. For example, if they were employed at the beginning of the reporting period but have since lost their job, they would **not count.**
* If the rangatahi has not yet started the job/course, but is confirmed to start within the next reporting period (e.g. contract has been signed, course enrolment completed) they are considered to be actively engaged and **can be included in this count.**

### Total number of rangatahi in safe and stable living arrangements

We would like to understand more about the proportion of transitions rangatahi that have experienced homelessness, as well as the proportion that are being held in custody. Both will aid planning with the Ministry of Housing of Urban Development (HUD) and Department of Corrections, who also provide support for these rangatahi. To do this, we are asking you how many of the rangatahi you are working with are in stable living arrangements, and how many are in custody. All remaining rangatahi, that are not in either of these counts, will be considered to be experiencing homelessness. If you have a rangatahi in a living situation that you do not believe fits any of these three groups (stable living, in custody or homeless) please get in touch with your Partnering for Outcomes Advisor.

“safe and stable living” refers to accommodation that is medium to long term and appropriate to the needs of the rangatahi. This will differ depending on whether or not the rangatahi is still in care. Some examples include:

* Boarding/Flatting/Private rentals
* Supported accommodation/Social Housing
* Staying with friends/family through choice
* Living in Foster care or an Entitlement to Remain or Return (ETRR) placement.
* Living in alternative accommodation, such as a caravan/mobile home, if that is their choice and it is appropriate to their situation
* Living in a medical facility that is appropriate to their situation, such as a mental health facility or a supported home for people with disabilities.
* Are **not** in custody

Time frame for stable accommodation:

* Consider their status as at the end of the reporting period. For example, if they were in a rental property at the beginning of the period, but have since become homeless, they would **not count.**
* If the rangatahi has stable accommodation they are due to move into within the next reporting period (e.g. they have signed a lease for a flat) and have somewhere to stay temporarily in the meantime (e.g. on a friends couch) they **can be included** in the count.

### Total number of rangatahi in Custody

This includes all rangatahi in prison or a YJ residence, as at the end of the three month reporting period. A rangatahi should only be included in either this measure or be considered to be in a stable living arrangement, but not both.

### Total number of rangatahi that are a parent

This measure will be used to determine what proportion of the population are parents, which will help with planning future support for young parents. A rangatahi counts as a parent:

* Regardless of whether the child is in their care
* If they are pregnant or they are a parent (biological or otherwise) to a child that has not been born yet
* If they are a co-parenting a partner's child
* If they have custody of a child that is not their biological child