

Instructions for the Individual Services Tally Sheet

Employee ID: Enter the Employee ID of the outreach worker. The Employee ID is a unique identifier usually consisting of the first four letters of the individual's last name and four unique numbers such as the last four digits of the employee's social security number, telephone number, etc. The Team Leader or Project Manager will assign this number.

Date: Enter the date completion of this tally sheet was begun.

Team: Enter the name of the team that the outreach worker works with. Not all projects use a team structure, so leave line blank or enter N/A if this does not apply.

Tallying your work for the week—You should go through each of your Individual Services worksheets and count the number of children between the ages of 0-5 years you provided crisis counseling services to on Sunday, Monday, and so on. Do this for each of the categories on this sheet. Once you have entered totals for all categories for each day that you worked, you should then add the row together to obtain a total for the week. The data collection manager will enter a weekly total for each outreach worker.