

[INSERT PROJECT TITLE]
EDUCATIONAL SERVICES

Employee ID: _____ Date: _____ Team: _____
 Location/Neighborhood: _____

MATERIAL DISTRIBUTION

TYPE OF MATERIAL DISTRIBUTION	NUMBER DISTRIBUTED							
	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
Material left in public places								
Material handed to people with no further interaction								
Material handed to people followed by a brief discussion of the material								

INDIVIDUAL EDUCATIONAL SERVICES

TYPE OF CONTACT	NUMBER OF CONTACTS							
	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
In-person brief contact								
Telephone contact								

GROUP EDUCATIONAL SERVICES

DATE	NAME/TYPE OF GROUP	FOCUS OF PRESENTATION	NUMBER OF PARTICIPANTS
Number of Groups:		Total Number of Participants:	

INSTRUCTIONS FOR THE EDUCATIONAL SERVICES FORM

This form may be used to tally services provided for one full week and should be turned in at the end of the week for data entry.

Project Managers are free to add specific instructions on the back of the data collection worksheet. Information such as when and where to submit forms may be helpful.

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.

Date: Enter either the date this worksheet is begun or the date the worksheet is turned in. The Team Leader will determine which date to use so that all team members date their forms consistently.

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

Location/Neighborhood: Enter the general location where the educational services were provided. This could be a public library, a church basement, or the Arlington Heights neighborhood.

Material Distribution: Data on material distribution records the number of handouts, brochures, flyers and other materials distributed throughout the community. Each contact is only counted once; *don't* count the contact as both a material distribution and an individual educational service or individual crisis counseling service.

Individual Educational Services: Individual education services occur when the outreach worker or crisis counselor briefly discusses educational information with a disaster survivor. The discussion does not focus solely on the materials being distributed, but is a more general discussion on disaster services and/or key concepts of disaster mental health. These contacts are generally informal and occur throughout the disaster-impacted area at locations such as food distribution centers, community centers, Disaster Recovery Centers, etc. Each contact with a disaster survivor should only be reported once. If the crisis counselor/outreach worker moves beyond educational services and assists the disaster victim to understand their current situation and reactions and review their options, and provides emotional support or referral services, the contact should be reported as an individual crisis counseling contact, not an educational service.

Group Educational Services: Public speaking at community forums, service group meetings and local government meetings are examples of group educational services. The focus of group educational services is the providing of general psycho-educational information to survivors on the disaster services available and the key concepts of disaster mental health. The group educational service is *not* focused on assisting individual participants to understand their current situation and reactions, to review their options, or to address their emotional support and provide referral services. (A group service that focuses on the needs of individual participants should be recorded as a group crisis counseling session.) Provide the name of the group if there is one, describe the type of group (i.e., neighborhood group, church group, school group, disaster worker, etc.) and in a few words describe the focus of the presentation.