



## **02 ADM 3 Attachment D: Interim Reporting Form Instructions**

Where possible, information will be pre-filled by TSP staff in Albany, for Local Social Service District (LSSD) ease. Specifically, as labeled on the attached **Sample** form, **Section A**, including the LSSD name, project number, and project name will appear completed when you receive your supply of manual report forms. No further entry in these fields is required.

**Section B** is where LDSS staff will enter the reporting period for which data is being submitted.

**Section C** includes the project type(s) and associated measure number(s) (#) chosen for each project. Please note, the measures have been coded (numbered) for reporting ease. This replaces the need to include each measure in text. For accuracy, it is very important that the correct number, corresponding to the chosen measure, is entered in *Measure #* column. Please see Attachment A for the listing of measures and their numbers (#). If you wish to use measures from multiple project types, because they are pertinent to your project, please list the multiple project types on the additional lines available in *Project Type* column and be sure to indicate the correct Measure number (#) for that project type's measure.

**Section D** is where the performance data is reported. Depending on the outcome measure chosen, you are asked to report a two-part ratio (numerator, denominator), a percentage (%), or a number (#). The measure will dictate which to choose.

### **COMPLETING/SUBMITTING THE REPORT:**

LSSDs wishing to complete and submit the report electronically may request from TSP staff that the Excel report template be e-mailed to them. Both access to Excel software and user knowledge are essential for successful electronic completion. Those LSSDs can e-mail the report to:

Marlene.Masse@dfa.state.ny.us

LSSDs wishing to complete the form manually (handwritten) may do so, and are asked to mail the report to:

OTDA  
Bureau of Transitional Programs, 9-C  
40 North Pearl Street  
Albany, N.Y. 12243  
Attn: Marlene Masse

***Whether you report electronically or manually, we request that the report template not be modified in any way.***