



CCP Data Monitoring Requirements Checklist

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| 1. | Year |
| 2. | Month |
| 3. | Health Authority <ul style="list-style-type: none">• TCSA• HRHSSA• NTHSSA - Beaufort-Delta• NTHSSA - Dehcho• NTHSSA - Fort Smith• NTHSSA - Sahtu• NTHSSA - Yellowknife |
| 4. | Community |
| 5. | CCP Staff Name |
| 6. | CCP Staff Position <ul style="list-style-type: none">• Child and Youth Care Counsellor• Community Wellness Worker• Mental Health and Addictions Counsellor• Manager/Supervisor• Other |
| 7. | Number of Service-Users seen this Month (by Age): <ul style="list-style-type: none">• Seniors (65+)• Adults (18+)• Youth (13-17)• Children (0-12) |
| 8. | Number of Service-Users seen this Month (by Gender): <ul style="list-style-type: none">• Male• Female• Gender Diverse• Unknown |
| 9. | Number of Seniors (65+) seen this Month (by Primary Presenting Concern) |
| 10. | Number of Seniors (65+) seen this Month (by Secondary Presenting Concern) |
| 11. | Number of Adults (18+) seen this Month (by Primary Presenting Concern) |
| 12. | Number of Adults (18+) seen this Month (by Secondary Presenting Concern) |
| 13. | Number of Youth (13-17) seen this Month (by Primary Presenting Concern) |
| 14. | Number of Youth (13-17) seen this Month (by Secondary Presenting Concern) |
| 15. | Number of Children (0-12) seen this Month (by Primary Presenting Concern) |
| 16. | Number of Children (0-12) seen this Month (by Secondary Presenting Concern) |
| 17. | Presenting Concern: |



- Absenteeism from school
- Addictions/substance abuse
- Aggressive behaviours
- Alcohol
- Anger management
- Anxiety
- Basic needs (poverty, homelessness)
- Behavioural issues
- Bereavement
- Body image issues
- Bullying
- Cannabis
- Child abuse
- Chronic health issues
- Cocaine
- Conduct problems
- Culture/Spirituality
- Deliberate self-injury
- Depression
- Disability
- Eating disorder
- End of life
- Family conflict
- Family violence
- Gender and sexuality
- Grief and loss
- Intimate partner violence - perpetrator
- Intimate partner violence - victim
- Homelessness
- Housing
- Hygiene
- Hyperactivity/Attention
- Life skills
- Neglect of a child
- Parent-child conflict
- Parenting skills
- Peer conflict
- Physical assault - perpetration
- Physical assault - victim
- Poverty
- Power imbalance conflict
- Prescription and OTC drugs
- Relationship issues
- Residential school
- Self-esteem
- School related issues
- Sexual abuse - victim (current)
- Sexual abuse - victim (historical)
- Sexual abuse - perpetrator (current)
- Sexual abuse - perpetrator (historical)



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| | <ul style="list-style-type: none">• Sleep disorder• Social withdrawal• Stress management• Suicide ideation/attempt• Suicide of friend/family member• Teen dating violence - perpetrator• Teen dating violence - victim• Tobacco/Vaping• Trauma• Work related issues• Other mental illness - diagnosed• Other mental illness - undiagnosed• Other |
| 18. | Number of Sessions this Month (by Session Type): <ul style="list-style-type: none">• Individual• Couple• Family• Group• Screening & Early Intervention• Case Management• School-Based Team Meeting |
| 19. | Number of Sessions this Month (by Session Method): <ul style="list-style-type: none">• In-Person• Virtual |
| 20. | Number of Sessions this Month (by Scheduling Type): <ul style="list-style-type: none">• Scheduled Appointment (Attended)• Same-Day Appointment (Attended)• Drop-In Session (Attended)• Cancellation• No-Show |
| 21. | Number of Service-Users seen this Month (by Incoming Referral Organization) |
| 22. | Percentage of Service-Users seen this Month (by Incoming Referral Organization) |
| 23. | Incoming Referral Organization: <ul style="list-style-type: none">• Administration• Adult Services• Band• Child and Family Services• Community Health Nurse• Corrections• CYCC Screening & Early Identification• Employee Assistance Program• Family Violence Shelter• Healthy Family Program• Homeless Shelter• Homelessness Assistance Fund• Housing |



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| | <ul style="list-style-type: none">• Income Assistance• Matrix Program• Medical Practitioner• On the Land Programming• Other CCP Site• Parent/Guardian• Psychiatrist• RCMP• Residential Treatment Centre• School System• Self• Tree of Peace• Victim Services• 12-Step Program• Other |
| 24. | <p>Number of Referrals this Month (by Outgoing Referral Organization):</p> <ul style="list-style-type: none">• Adult Services• Child and Family Services• Community Health Nurse• CYCC Screening & Early Identification• Employee Assistance Program• Family Violence Shelter• Health Canada• Healthy Family Program• Homelessness Assistance Fund• Homeless Shelter• Hospital• Housing• Income Assistance• Justice• Matrix Program• Medical Practitioner• On the Land Programming• Other CCP Site• Psychiatry• RCMP• Residential Treatment Centre• Southern Placement• Strongest Families Institute• Tree of Peace• Victim Services• Other |
| 25. | <p>Number of Completed Assessments/Interventions Completed this Month (by Type):</p> <ul style="list-style-type: none">• Suicide Risk Assessment - Low• Suicide Risk Assessment - Moderate• Suicide Risk Assessment - High• Intervention & Safety Plan |
| 26. | <p>Number of Supervision Sessions this Month (by Type):</p> |



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| | <ul style="list-style-type: none">• Clinical Supervision• Peer Supervision |
| 27. | <p>Education & Outreach Activities:</p> <ul style="list-style-type: none">• Activity Name/Description• Total Number of Participants• Target Audience<ul style="list-style-type: none">○ Educators○ Parents/Guardians/Families○ Female○ Male○ Non-Binary○ Pre-Kindergarten & Kindergarten○ Grades 1-3○ Grades 4-6○ Grades 7-9○ Grades 10-12○ Ages 4-8○ Ages 9-12○ Ages 13-15○ Ages 13-18○ Ages 19+○ Other• Location of Service<ul style="list-style-type: none">○ Community○ Health Centre○ School○ Social Service Office○ Other• Primary Topic<ul style="list-style-type: none">○ Anger Management○ Anti-Stigma○ ASIST○ Behavioural Activation○ Bullying○ Communication Skills○ Coping Skills○ Early Identification○ Family Support○ Healthy Relationships○ Life Skills○ Mental Health First Aid (MHFA)○ Mental Health literacy○ Peer ID & Response Training○ Problem Solving Skills○ Relaxation Training○ Screening & Early Identification○ Self-Concept○ Self-Efficacy/Self-Esteem○ Self-Monitoring○ Social Emotional Learning○ Social Skills Development○ Soci-Emotional Learning/EI |



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| | <ul style="list-style-type: none">○ Stress Management○ Substance Use○ Other● Primary Category<ul style="list-style-type: none">○ Prevention○ Intervention○ Promotion |
| CYCC SECTION ONLY | |
| 28. | Number of Service-Users seen this Month (by Grade): <ul style="list-style-type: none">● Junior Kindergarten● Kindergarten● Grade 1● Grade 2● Grade 3● Grade 4● Grade 5● Grade 6● Grade 7● Grade 8● Grade 9● Grade 10● Grade 11● Grade 12 |
| 29. | Total Hours this Month (by Service Location): |
| 30. | Number of Service-Users seen this Month (by Service Location): |
| 31. | Percentage of Service-Users seen this Month (by Service Location): |
| 32. | Service Location: <ul style="list-style-type: none">● Community● Health Centre● School● Social Service Office● Other |
| 33. | Total Hours this Month (by Service Type): <ul style="list-style-type: none">● Individual Student Support● Group Student Support● Teacher Support● Other |