The Community Partnership
For the Prevention of Homelessness

Monthly Reports

Overview: Below are a list of reports that TCP's subcontractors are required to submit on a monthly basis:

Monthly Report	Due Date	Link to Tracker
Shift Supervisor Report	5pm on the 1st of every month for the preceding month	TCP Shift Supervisor Report Submission (smartsheet.com)
Fire Drill Log	The 10th of every month for the preceding month	Monthly Fire Drill Log Report (smartsheet.com)
Staffing Level Report	The 10th of every month for the preceding month	Staffing Level Report Form (smartsheet.com)
Grievance Report	The 10th of every month for the preceding month	Provider Monthly Grievance Report (smartsheet.com)
Monthly Bilingual Staff Interaction Log	First Friday of the month for the preceding month	Monthly Bilingual Staff Interaction Log (smartsheet.com)