



The Community Partnership For the Prevention of Homelessness

Monthly Reports

Overview: Below is a list of monthly reporting requirements that TCP subcontractors must submit in accordance with contract and compliance obligations.

Monthly Report	Required Program Type	Due Date	Link to Tracker
Shift Supervisor Report	Site Based Programs Only	5pm on the 1 st of every month for the preceding month	TCP Shift Supervisor Report Submission (smartsheet.com)
Fire Drill Log	Site Based Programs Only	The 10 th of every month for the preceding month	Monthly Fire Drill Log Report (smartsheet.com)
Staffing Level Report	All program/contract types that are charging staff to its TCP contract	The 10 th of every month for the preceding month	Staffing Level Report Form (smartsheet.com)
Grievance Report	All program/contract types	The 10 th of every month for the preceding month	Provider Monthly Grievance Report (smartsheet.com)

Monthly Bilingual Staff Interaction Log	All program/contract types with the exception of Janitorial, Maintenance and Meal Vendors	First Friday of the month for the preceding month	Monthly Bilingual Staff Interaction Log (smartsheet.com)
Monthly 905 & 905B Reports	All program/contract types that are charging staff to its TCP contract	The last day of the month for each respective month	Provider Monthly Staffing List-Form 905/905B Submission (DHS Funded Programs)
Monthly Bridge Housing Data Report	Bridge Housing programs/contracts only	The 15 th of every month for the preceding month.	Bridge Housing Programs Monthly Report
In-Home Client Contact Report	Scattered Site Programs Only	The last day of the month for each respective month for all clients in the program	The Community Partnership for the Prevention of Homelessness In-Home Client Contact Report