



Children's Initiatives Reporting Guidebook

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Purpose of Guide

This guidebook is designed to help children’s providers understand and meet reporting requirements for services delivered under Detroit Wayne Integrated Health Network (DWIHN).

Accurate and timely reporting ensures:

- Continued funding for children’s services
- Compliance with Medicaid, MDHHS, and DWIHN requirements
- High-quality, coordinated care for children and families

This guide outlines **what reports are required, when they are due, and how to submit them.**

Scope

This guide applies to:

- All children’s providers that are required to submit reports under their Statement of Work
- All external reporting obligations
- All staff involved in report preparation, review, and submission

Reporting Overview

Color Key

Report	
Availability Sheet	

Report Name	Population/ Program	Point of Contact	Frequency	Due Date	Submission Method
eDeca	Early Childhood	Christine Tounsel-Dowdell	Quarterly (Intake, Quarterly, Discharge)	Per assessment schedule	eDeca System
Cornerstone Transitional Readiness Scale (TRS)	Transition Age Youth	Jason Riley	Ongoing	10th calendar day following the end of each quarter: <ul style="list-style-type: none"> • Q1: January 10 • Q2: April 10 • Q3: July 10 • Q4: October 10 	Qualtrics
Cornerstone/ Youth Peer Support Specialist	Transition Age Youth	Jason Riley	Semi-annual	<ul style="list-style-type: none"> • Oct 1 – Mar 30 → Due April 15 • Apr 1 – Sept 30 → Due October 15 	Children’s Clinical Services Report Form Smartsheet
Evidence Based Practice Availability	SED	Jason Riley	Monthly	5 th business day following the previous month (e.g. January is due Feb 5 th)	EBP Availability Link – Google Sheets
FRAMES	SED	Monica Hampton	Quarterly	10th calendar day following the end of each quarter: <ul style="list-style-type: none"> • Q1: January 10 • Q2: April 10 • Q3: July 10 • Q4: October 10 	Microsoft Forms
Home Based Availability	SED and IDD	Monica Hampton	Weekly	Friday	Home Based Capacity – Google Sheets
Homebased	SED	Monica Hampton	Quarterly	10th calendar day following the end of each quarter: <ul style="list-style-type: none"> • Q1: January 10 • Q2: April 10 • Q3: July 10 • Q4: October 10 	Children’s Clinical Services Report Form Smartsheet
Infant Mental Health Availability	Infant & Early Childhood	Christine Tounsel-Dowdell	Weekly	Friday	IMH Provider Capacity Form - Google Sheets
Infant & Early Childhood	Infant & Early Childhood	Christine Tounsel-Dowdell	Quarterly	7th calendar day following the end of each quarter:	System of Care Grant Submission Form Smartsheet

Consultation Grant				<ul style="list-style-type: none"> • Q1: January 7 • Q2: April 7 • Q3: July 7 • Q4: October 7 	
Infant & Early Childhood Home Visiting Grant	Infant & Early Childhood	Christine Tounsel-Dowdell	Quarterly	7th calendar day following the end of each quarter: <ul style="list-style-type: none"> • Q1: January 7 • Q2: April 7 • Q3: July 7 • Q4: October 7 	System of Care Grant Submission Form Smartsheet
Integrated Pediatric Program	Infant & Early Childhood	Christine Tounsel-Dowdell	Quarterly	10th calendar day following the end of each quarter: <ul style="list-style-type: none"> • Q1: January 10 • Q2: April 10 • Q3: July 10 • Q4: October 10 	Children's Clinical Services Report Form Smartsheet
Integrated Youth Juvenile Clinical Services (IYJCS)	Juvenile Justice Screenings	Jason Riley	Monthly	5 th calendar day of the month	<i>*Requires access to excel file via SharePoint</i>
Intensive Care Coordination Wraparound (ICCW) Availability	SED	Monica Hampton	Weekly	Friday	ICCW Capacity – Google Sheets
Intensive Care Coordination Wraparound (ICCW)	SED	Monica Hampton	Quarterly	10th calendar day following the end of each quarter: <ul style="list-style-type: none"> • Q1: January 10 • Q2: April 10 • Q3: July 10 • Q4: October 10 	Children's Clinical Services Report Form Smartsheet
Juvenile Restorative Program	Juvenile Justice Day Treatment	Jason Riley	Monthly	5 th calendar day of the month	<i>*Requires access to excel file via SharePoint</i>
Michigan Child Collaborative Care Project (MC3)	Integrated Health	Nicole Jones	Quarterly	10th calendar day following the end of each quarter: <ul style="list-style-type: none"> • Q1: January 10 • Q2: April 10 • Q3: July 10 • Q4: October 10 	Children's Clinical Services Report Form Smartsheet
Outpatient	SED and IDD	Monica Hampton	Quarterly	10th calendar day following the end of each quarter: <ul style="list-style-type: none"> • Q1: January 10 • Q2: April 10 • Q3: July 10 • Q4: October 10 	Children's Clinical Services Report Form Smartsheet

Parent Management Training – Oregon (PMTO)	SED	Jason Riley	Quarterly	10th calendar day following the end of each quarter: <ul style="list-style-type: none"> • Q1: January 10 • Q2: April 10 • Q3: July 10 • Q4: October 10 	<u>System of Care Grant Submission Form Smartsheet</u>
School Enrichment Program (GOAL Line)	-----	Christine Tounsel-Dowdell	Quarterly	10th calendar day following the end of each quarter: Q1: January 10 Q2: April 10 Q3: July 10 Q4: October 10	<u>Children’s Clinical Services Report Form Smartsheet</u>
School Success Initiative	SED	Christine Tounsel-Dowdell	Quarterly	10th calendar day following the end of each quarter: <ul style="list-style-type: none"> • Q1: January 10 • Q2: April 10 • Q3: July 10 • Q4: October 10 	<u>Children’s Clinical Services Report Form Smartsheet</u>
Supports Coordination	IDD	Lucas Gogliotti	Quarterly	10th calendar day following the end of each quarter: <ul style="list-style-type: none"> • Q1: January 10 • Q2: April 10 • Q3: July 10 • Q4: October 10 	<u>Children’s Clinical Services Report Form Smartsheet</u>
Trauma Informed Activity Report (TIAR)	SED	Jason Riley	Quarterly	10th calendar day following the end of each quarter: <ul style="list-style-type: none"> • Q1: January 10 • Q2: April 10 • Q3: July 10 • Q4: October 10 	<u>System of Care Grant Submission Form Smartsheet</u>

Description and Overview of Reports

[eDeca](#)

Description: This web-based application allows the Devereux Early Childhood Assessments (DECA) to be entered ONLINE by both teachers and parents.

[Cornerstone Transitional Readiness Scale \(TRS\)](#)

Description: This is completed by youth participating in Cornerstone groups using an anonymous Qualtrics survey.

[Cornerstone/Youth Peer Support Specialist \(YPSS\)](#)

Description: This report tracks all activities related to Youth Peer Support Specialist services and Cornerstone activities.

[Evidenced Based Practice Availability Sheet](#)

Description: This spreadsheet tracks the availability of evidence-based practices across the provider network to inform DWIHN, Wayne County Children's Providers, and other community partners of EBP service availability.

[FRAMES](#)

Description: FRAMES (**F**uture **R**eflective **A**ceptance **M**obilize **E**valuate **S**trengths) was developed by Pat Miles, National Wraparound Consultant, as a way to provide guidance around Wraparound Core Competencies, indicating there is a set of core skills that are foundational and pertinent to Wraparound implementation.

[Homebased Availability Sheet](#)

Description: This spreadsheet tracks the availability of Home-Based services across agencies and enables DWIHN Children's Initiatives Department to coordinate with the DWIHN ACCESS Center and network providers regarding service capacity.

[Homebased](#)

Description: This report outlines the number of youths receiving home-based services, including new recipients of home-based services, and provides information on clinician employment.

[Infant Mental Health Availability Sheet](#)

Description: This spreadsheet tracks the availability of infant mental health services across agencies and enables DWIHN Children's Initiatives Department to coordinate with the DWIHN ACCESS Center and network providers regarding service capacity.

[Infant and Early Childhood Consultation Grant](#)

Description: This report details Infant and Early Childhood consultation outcomes by tracking related activities and/or goals outlined in the System of Care Workplan.

[Infant and Early Childhood Home Visit Grant](#)

Description: This report details Infant and Early Childhood home visit outcomes by tracking related activities and/or goals outlined in the System of Care Workplan.

[Integrated Pediatric Program](#)

Description: The Integrated Pediatric Health program's goal is to encourage and facilitate the integration of behavioral health and physical health within the service delivery system of Wayne County. Infant Mental Health Clinicians are to utilize evidence-based practices to ensure the comprehensive wellness of all patients served. Additionally, this program works to improve standardized screening, assessment, intervention, referral, and follow-up services for patients at various OB/GYN clinics within Wayne County.

[Integrated Youth Juvenile Clinical Services](#)

Description: The Integrated Youth Juvenile Clinical Services (IYJCS) provides oversight for youth involved in the juvenile justice system in collaboration with Third Circuit Court. IYJCS conducts all clinical assessments for predisposition, pre-adjudicated, and adjudicated youth to determine level of care while in the SOC.

[Intensive Care Coordination Wraparound \(ICCW\) Availability Sheet](#)

Description: This spreadsheet tracks the availability of ICCW services across agencies and enables DWIHN Children's Initiatives Department to coordinate with the DWIHN ACCESS Center and network providers regarding service capacity.

[Intensive Care Coordination Wraparound \(ICCW\)](#)

Description: This report focuses on Intensive Care Coordination Wraparound (ICCW) services, including the number of youths served and newly enrolled, youth who transitioned out of ICCW, and Care Coordinator employment.

[Juvenile Restorative Program](#)

Description: This spreadsheet tracks the number of youths who are in the Juvenile Restorative Program.

[Michigan Child Collaborative Care Project \(MC3\)](#)

Description: The report details MC3 outcomes by tracking MC3 related activities and/or goals outlined in the System of Care Workplan.

[Outpatient](#)

Description: This report focuses on the number of youths receiving outpatient services, including new clients, youth not seen in the past 90 days, and youth placed in partial hospitalization. It also addresses barriers to service engagement and reports on the employment of outpatient clinicians.

Parent Management Training – Oregon (PMTO)

Description: This report details PMTO outcomes by tracking PMTO related activities and/or goals outlined in the System of Care Workplan.

School Enrichment Program (GOAL Line)

Description: The School Enrichment Program (GOAL Line) strives to be one of the premier afterschool initiatives in the nation. Designed to support Detroit students both in the short and long term, GOAL Line enhances academic achievement through high-quality afterschool tutoring and enrichment opportunities. Beyond academics, the program aims to foster positive school climates by reducing disciplinary issues across Detroit schools. Currently operating in 11 schools throughout the city, GOAL Line partners with the Northwest Activity Center to provide a safe and engaging environment for students. Each day, children are transported to the center where they receive a nutritious meal, personalized tutoring, and participate in enrichment activities that promote social-emotional growth and balance.

School Success Initiative

Description: The School Success Initiative Program utilizes evidence-based practices to deliver prevention-based services to children in a school-based setting within Wayne County. Our School Based Clinicians are in 72 schools in the DPSCD and Wayne County school system. In addition to providing services to children in schools, the partnering Community Mental Health providers (CMHs) provide training and education services to parents and staff.

Supports Coordination

Description: This reports monitors and tracks supports coordination for I/DD services.

Trauma Informed Activity Report (TIAR)

Description: This report tracks trauma-informed care activities across Wayne County, including the number of clinicians trained in Trauma-Focused Cognitive Behavioral Therapy (TF-CBT). It also addresses efforts to mitigate secondary traumatic stress (STS) and related partnerships and collaborations.

Detailed Reporting Instructions



Step-by-Step Submission Instructions for Reports

1. Collect Required Data

Review clinical records, service logs, and authorizations for the reporting quarter.

2. Complete the Designated Template for the Required Reports

- Enter all required fields accurately
- Use whole numbers only where applicable
- Do not leave any fields blank

3. Review for Accuracy

- Verify totals match internal records
- Confirm dates fall within the reporting quarter
- Ensure no duplicate entries

4. Complete the Smartsheet Form

- Access the Children’s Clinical Services Report Form or the System of Care Grant Submission Form for the respected report
- Enter all required fields accurately
- Ensure that you select the correct “**Program Name**” from the dropdown menu when uploading your report to guarantee it is submitted under the appropriate program
- Do not leave required fields blank

5. Submit the Report

Submit the completed form by the applicable due date.

6. Save Confirmation

Save the Smartsheet confirmation email or screenshot for your records.



Common Errors to Avoid

- Submitting after the due date
- Reporting services outside the authorized date range (e.g. reporting the wrong quarter)
- Incomplete required fields
- Data that does not match encounter or clinical records
- Missing Data



Corrections and Late Submissions

If an error is identified after submission:

- Notify DWIHN responsible staff overseeing that report/program as soon as possible
- Submit corrected information as directed
- Document the corrective action internally

**Note: Late submissions may require additional provider meetings and/or performance improvement plans.*



Helpful Tips

- Set internal deadlines **5 business days before** DWIHN due dates.
- Assign a backup staff person for report submission.
- Use the Reporting Overview included in this guidebook to ensure timeliness of reports.
- Communicate with responsible staff overseeing report/program if you experience any barriers with completing and submitting report by the applicable due date.

- If you plan on being out of the office when the report is due, ensure you communicate with the staff responsible overseeing report/program.
- If your agency doesn't have any data to report on for a specific report, your agency is still required to communicate with responsible staff overseeing report/program and upload documents stating there is no data for the quarter.

Templates and Supporting Documents

Below are the templates for each report. Click the relevant link to access the template. To download a template, select **File**, choose **Download**, and then select **Microsoft Word (docx)**. The file will download to your computer, where you can save it and complete the form for report submission.



[Children's Outpatient Template](#)



[Cornerstone/YPSS Template](#)



[Homebased Template](#)



[Intensive Care Coordination Wraparound \(ICCW\) Template](#)



[Trauma Informed Activity Report Template](#)

Support and Contact Information

Person	Title	Contact
Cassandra Phipps	Director of Children's Initiatives	cphipps@dwihn.org
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