

Targeted Earlier Intervention program

Sector Development – Optional Data Collection

This template can be used by Sector Development organisations (SDOs) to supplement the information recorded in the Data Exchange.

This template will:

- better enable SDOs to show the impact of their work.
- aid SDOs to talk to their contract managers about their activities, challenges, and successes.
- support continuous quality improvement.

DCJ will use the information reported in this template to:

- better understand how SDOs contribute to the TEI service system outcomes (see the [TEI Outcomes Framework](#)).
- support the strategic alignment of sector development activities across the TEI space.

This template is optional.

Organisations can complete this template every 6 months, in time with the Data Exchange reporting.

The information provided in the template will be reported it back to services at both the District and NSW-state level.

How to complete this template

This template includes three sections for you to complete:

- Part 1: Overview of all activities
- Part 2: Activity Report
- Part 3: Additional information

Please review [Appendix 1](#) and [Appendix 2](#) for examples that show how to complete the template.

Organisation name:	<Insert name of organisation>
Contract ID:	<insert Contract ID>
Reporting period:	<Insert reporting period, e.g. July-December 2020>

Part 1. Overview of all activities

The activities reported in this template should all be part of Program Activity 1: Develop Community Connections.

In the tables below, please describe **all** the activities you conduct for each service type.

See Appendix 1 for examples of activities and descriptions.

Add and delete rows as needed.

Table 1. Service type: Community sector planning

Activities undertaken to assist organisations and community networks to plan and support their communities to achieve TEI outcomes.

Activity	Description

Table 2. Service type: Community sector coordination

Activities undertaken to support coordination and collaboration and to strengthen organisational capacity of local TEI organisations.

Activity	Description

Table 3. Service type: Education and skills training

Activities that increase the knowledge and skills of community organisations to strengthen social capital, local networks, social inclusion, and a sense of belonging to different communities.

Activity	Description

Part 2. Activity report

You might not be able to record some of the activities you listed in the tables above in the Data Exchange. Use the table below to provide information about these activities.

- Follow the instructions in each row to complete the table. Delete the instructions when you have finished.
- Copy as many tables as you need.
- Each activity should have its own table.

We've completed an example for you to use as a guide. See Appendix 2.

You can also use the templates for reporting qualitative information in the TEI [Data Collection and Reporting Guide](#).

Service type: <Insert service type>	
Activity: <Insert name of activity>	
Has this activity, or part of this activity, been recorded in the Data Exchange?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Objective	<i>What is the purpose of this activity?</i>
TEI system outcome	<p><i>Identify the TEI service system outcome(s) your activity contributes to:</i></p> <p>Strengths-based approach: Services designed and delivered by community for community</p> <p>Responsive: Flexible and responsive support services</p> <p>Accessible: Culturally safe services</p> <p>Capable: Meaningful client and community engagement by skills staff</p> <p>Collaborative: Clear pathways and enduring partnerships</p> <p>Person Centred: Be child, young person and family centred, and support clients to build their capacity for change</p> <p>Evidence Informed: Learning from programs, innovative pilots, literature and evaluation to shape future design and practice.</p> <p><i>See the TEI Outcomes Framework for more information.</i></p> <p><i>Delete the outcomes your activity does not contribute to.</i></p>
Deliverable	<i>What are the key deliverables of this activity?</i>
Status	<i>Is the deliverable(s) complete or in progress?</i>

Progress report	<i>Summarise what has happened so far and what still needs to happen.</i>
Outcomes and Measures of success	<i>What outcomes have you achieved? What outcomes are you in the process of achieving? How do you know this? What indicators did you use to measure your impact? Please include all relevant information. Refer to findings from the Data Exchange where possible. Use other types of evidence to show the impact of your work.</i>

Part 3. Additional Information

Use the tables below to summarise your achievements, any challenges you faced and other information you would like to discuss with your Commissioning and Planning Officer.

You can also use the templates for reporting qualitative information in the [Data Collection and Reporting Guide](#).

Key Achievements

Describe 'success stories' for the reporting period.

Challenges

Use the table below to describe any challenges you face and how they were/will be addressed. Add rows as needed.

Challenge	How did you address this or plan to address this?

Further comments

Use this space to provide to any additional information.