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** ☐	**No** ☐
Objective	What is the purpose of this activity?	
TEI system outcome	Identify the TEI service system outcome(s) your activity contributes to: **Strengths-based approach**: Services designed and delivered by community for community **Responsive:** Flexible and responsive support services **Accessible:** Culturally safe services **Capable:** Meaningful client and community engagement by skills staff **Collaborative:** Clear pathways and enduring partnerships **Person Centred:** Be child, young person and family centred, and support clients to build their capacity for change **Evidence Informed:** Learning from programs, innovative pilots, literature and evaluation to shape future design and practice. See the TEI Outcomes Framework for more information. Delete the outcomes your activity does not contribute to.	
Deliverable	What are the key deliverables of this activity?	

Status	Is the deliverable(s) complete or in progress?
Progress report	Summarise what has happened so far and what still needs to happen.
Outcomes and Measures of success	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.

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.

Appendix 1.

The tables below include examples of activities that could be conducted for each service type. They are illustrative only. They should be used as a guide to complete Part 1 of this template.

If you conduct activities that are not listed here, please include them in your document.

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
Representation/advocacy	Attended 3x sector assistance meetings. This information was shared with 10x interagency members.
Brokering partnerships	Worked with 3 TEI service providers to build links between local organisations, schools, other NGOs and local government.
Networking	Facilitated monthly Community Centre Network meetings.
Information clearinghouse	Host research reports, fact sheets, sample policies, community profiles and publications on a website for community groups to access.
Research	Conducted 2x small research projects for TEI service providers to understand need in their local community.
Professional development	Developed samples and templates for TEI organisations to use in their own planning processes.

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
Coordinating interagency activities	Facilitated 3x forums with other sector development organisations in our District to coordinate our work.
Backbone support to collective impact work	Provided expertise, measurement tools and comms for a collective impact project supporting young mums to enter the workforce undertaken by a number of organsinations in our District.
Interdisciplinary place-based projects	Facilitated fortnightly meetings of government and non-government

	organisations working on the 'Get Together' project in the ABC Housing estate.
Local consultation processes	Facilitated 5 consultations with young people, youth organisations and employers around barriers to youth unemployment in the ABC LGA.
Good governance	Provided adhoc support and advice to 3 TEI service providers who had issues recruiting and retaining members on their management committees.
Being a conduit between NGOs, government, business and wider community	Facilitated an online forum for NGOs, government, business and the wider community to discuss solutions for tackling increasing crime rates in ABC town.

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
DEX Training	Conducted 6 workshops with TEI service providers that teach them how to get set up on the Data Exchange.
Program Logic Training	Provided one-on-one support with 3 TEI service providers to support program logic development.
Cultural competency training	Conducted 10 workshops with 5x TEI service providers on how to better work with culturally, linguistically and religiously diverse communities.

Appendix 2.

This is an example only. Services can provide more information if they choose.

Service type: Community Sector Planning					
Activity: Develop and distribute monthly newsletters					
Has this activity, or part of this activity, been recorded in the Data Exchange?		**Yes**		**No**	X
Objective	We develop monthly newsletters and distribute these newsletters via our mailing list. They are also available for anyone to view on our website. These newsletters inform member organisations about: • Relevant projects and services conducted in the local community • Updates on interagency meetings • Upcoming events They support other interagency activities and facilitate networking and partnerships. They also provide local organisations with an opportunity to show case their work.				
TEI system outcome	**Collaborative:** Clear pathways and enduring partnerships				
Deliverable	6 newsletters were developed for the reporting period.				
Status	Complete for this reporting period.				
Progress report	Complete for this reporting period. This service with continue for the next reporting period.				
Measures of success	Distribution of the newsletters are as follows: January: sent to 102 email addresses. 90 downloads online. February: sent to 104 email addresses. 106 downloads online. March: sent to 104 email addresses. 84 downloads on line. April: sent to 126 email addresses. 206 downloads online. May: sent to 134 email addresses. 240 downloads online.				

June: send to 135 email addresses. 119 downloads online.

In our monthly newsletters we feature one organisation to show case their service. Over the past 6 months, each featured organisation reported, anecdotally, that their article in the newsletter enabled them to connect with other local organisations who deliver similar services. On occasion, these connections have led to more formal partnerships.

For example, the Towoomba Community Centre connected with a local food bank and is now collecting donated goods to be distributed to vulnerable families. The food bank contacted them after they read about the Centre's work in our newsletter.