

# WIN Georgia Evaluation Data Collection Timeline

Time	Event
Within 1 business day of referral	Referral form entered into database by Database Manager (DM)
Within 5 business days of referral	Non-Waiver Enrollment Criteria entered into database
<i>For CBAY: Day of notification from State CBAY office</i>	<i>Authorization packet emailed to DM. (DM establishes record in dbase within 1 business day)</i>
Within 2 business days of any family contact of 8 minutes or more	Wrap Note entered into dbase
Within 2 business days of first F2F	Copy of ROI to DM (entered by DM within 2 business days of receipt)
Within 8 business days of referral	Intake Information entered into database; TRAC baseline data entered
At every CFTM	CIS/CFTM Feedback form completed by caregiver and deposited in mail by CC
Within 24 hours of CFTM	Wraparound Action Plan entered into dbase
5 <sup>th</sup> of each month	All data entry complete for previous month
Every 90 days from enrollment (CBAY)	MDS submitted for TPA reauthorization
Every 6 months from enrollment	TRAC reassessment due
December 1-31 (CBAY only)	Semi-annual YSS administration
May 1-31 (All youth)	Annual YSS administration
Wraparound Discharge	YSS administered

*Questions? Contact:  
Jeremy Lingle, Ph.D.  
EMSTAR Research, Inc.  
[jeremy.lingle@yahoo.com](mailto:jeremy.lingle@yahoo.com)  
678-591-4815*