

# PARTICIPANT TRACKING SYSTEMS

## WHAT ARE THE THP-NMD & THP-PLUS PARTICIPANT TRACKING SYSTEMS AND WHO CAN USE THEM?

The THP-NMD & THP-Plus Participant Tracking Systems (PTS) are free online databases that capture demographic information and outcome data on THP-NMD & THP-Plus participants. The systems are managed by John Burton Advocates for Youth. The systems can be used by state-licensed THP-NMD providers and county approved THP-Plus providers to enter participant data and extract a variety of reports. County representatives can also gain access to the systems, and can run a variety of reports on the service providers in their counties.

[Access the THP-Plus PTS](#)

[Access the THP-NMD PTS](#)

*Registration required*

## HOW DO I ACCESS THE SYSTEMS?

Every agency must return a signed copy of the [User Agreement for Counties](#) or the [User Agreement for Providers](#) to John Burton Advocates for Youth and view a web-based training on the system they will be using. After fulfilling these requirements, users will receive a secure login and password.

If you are a state licensed THP-NMD or county approved THP-Plus provider or county representative, and are interested in becoming a PTS user or have questions about the PTS, contact:

**Simone Tureck Lee**  
**(415) 348-0011**  
**[simone@jbay.org](mailto:simone@jbay.org)**

## WHAT DATA IS COLLECTED?

Demographic	Income & Employment	Education & Training	Housing	Additional Information
<ul style="list-style-type: none"><li>• Gender</li><li>• LGBTQ status</li><li>• Race &amp; ethnicity</li><li>• Parenting status</li></ul>	<ul style="list-style-type: none"><li>• Employment</li><li>• Hourly wage</li><li>• Public benefits</li><li>• Educational financial aid &amp; other support</li></ul>	<ul style="list-style-type: none"><li>• Education status</li><li>• Vocational / other training status</li><li>• Highest education achieved</li></ul>	<ul style="list-style-type: none"><li>• Previous &amp; current housing</li><li>• Homelessness</li></ul>	<ul style="list-style-type: none"><li>• Bank account</li><li>• Permanent connections</li><li>• Treatment services at exit</li><li>• Length of time in program</li><li>• Criminal justice status</li></ul>

## WHEN IS DATA COLLECTED?

- When a participant enters the program
- At the end of each fiscal quarter:
  - September 30th
  - December 31st
  - March 31st
  - June 30th
- When a participant exits the program
- 6-months post-exit (optional)
- 12-months post-exit

## WHY UTILIZE THE PARTICIPANT TRACKING SYSTEMS?

Participant Tracking System users can view data for individual youth as a case management tool, and in aggregate to help guide program decisions based on trends in the data. Users also find benefits in using the system to produce reports that can be provided to stakeholders and funders, and to advocate for their programs.

## DO WE HAVE PERMISSION TO GATHER THIS DATA?

Youth participants in THP-NMD and THP-Plus are legal adults and are able to consent to providing their information and having it stored in this secure database. John Burton Advocates for Youth has created a consent form template for providers to execute with their youth participants for these purposes.

## WHAT INFORMATION DO REPORTS PRODUCE?

By utilizing the reporting functions of the systems, users can manage their data entry, view numbers of youth participants served, demographics, participant progress, program performance and progress, and program performance against the rest of the state. The reports that the systems can produce are below:

### Administrative Reports

- Overdue & due report
- Overdue form counts
- Caseload report
- Caseload counts
- Invoice report/enrollment list

### Participant Reports

- Entrance snapshot
- Quarterly snapshot
- Quarterly statewide comparison
- Progress report
- Entrance to exit, exit to 6 months
- Export full participant data

## WHAT ARE THE SECURITY FEATURES OF THE SYSTEMS?

- Limited data collection ensures that sensitive participant information is not input
- County and providers receive a password protected login
- Data encryption through HTTPS
- Session will expire and automatically end sessions
- System assigns permissions according to user type

## WHAT ARE THE DIFFERENT USER TYPES' PERMISSIONS?

### County

- Read-only access to data
- Able to view data for all THP-NMD or THP-Plus programs in their county
- Able to compare program or county-wide data with statewide averages

### Provider

- Able to input and edit participant data
- Can only view data for their program
- Able to compare program data with statewide averages

# TRAINING AND SUPPORT

## USER MANUALS

- [Download the Participant Tracking System User Manual](#)
- [Download the Participant Tracking System Reporting Functions](#)

## WEB-BASED TRAINING

- **Introductory training for new users**  
For THP-Plus providers - [Video Training](#)  
For THP-Plus county representatives - [Video Training](#)
- **Introductory training on reporting functions**  
For providers and county representatives - [PowerPoint Presentation](#)
- **“Making the Most of the Participant Tracking System” with a special emphasis on how to use reports to both internal & external purposes**  
For providers and county representatives - [Video Training](#)

## ADDITIONAL MATERIALS

- [Data Entry schedule](#)
- Word Versions of Data Forms: [THP-NMD / THP-Plus](#)
- Codebooks: [THP-NMD / THP-Plus](#)
- [Youth Participant Consent Form](#) (optional template)
- [Systems Security Information](#)