

YOUTH FORCE PROGRAM

UNCOLLECTED REASONS

All efforts should be made to complete student testing. On the rare occasion that your program is unable to collect assessment data for a participant, please refer to the chart below for the appropriate uncollected reason to input in SAMIS. All efforts to complete testing should be clearly documented in student's case file.

Uncollected Reason	Corresponding Closing Reason in CDG	Comments
Completed Services - Did Not Complete Forms	Successfully engaged in program; Successfully completed program; Completed summer	Limit use of this reason.
Illness/Injury	Health problems	Student's injury/illness may have prevented testing from occurring.
Lack of Transportation	Lack of transportation services	Lack of transportation may have prevented testing from occurring.
Family Moved Out Of Area	Moved out of service area	Moved before testing could occur.
Withdrew from program – with notice	Participant dropped out of program; Dissatisfaction with services	
Withdrew from program – without notice	Unable to contact	
Client Unavailable	Non-compliance	
Incarcerated	Arrested/Incarceration	
Transferred To Another Service Provider	Transferred to another provider/funder	
Participant Died	Participant died	
School Records Unavailable		Unable to acquire report card data from student/school.
Incomplete Response Set		Participant only partially completed testing. Limit use of this reason.
Parent Declined Services		Parent refused testing.
Youth Declined Services		Youth declined testing.
Too Soon to Test		Youth entered program too close to assessment/outcome deadline.

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