Entering TOM 2.0 Forms in WrapStat

- Navigate to Data Management and then the TOM 2.0 Tab.

Remember: only youth who are included in the current Evaluation Cycle will be listed here.

- Your site may have more than one **Evaluation Cycle**, so prior to looking for the name in your list, select the correct **Evaluation Cycle** from the **Select Cycle** drop-down list.

- Click on the light blue plus sign icon in the **Actions** column.

If the TOM 2.0 was not completed:

- Click on **No** if a TOM 2.0 was not completed for the team included in the sample.

- Next, click on the reason **Why Not**?, why the TOM 2.0 was not completed.

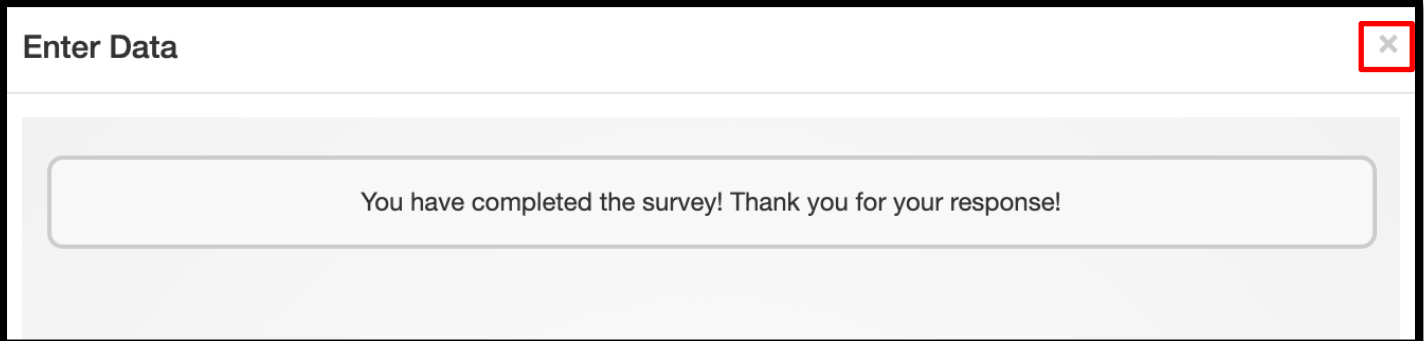- Click on the blue **Next** button.

- On the next screen, click the blue **Complete** button.

- This is one of the variables that enables WrapStat to calculate your program's response rate for Evaluation Cycles.

- This information needs to be entered for all youth in the TOM 2.0 sample for whom a TOM 2.0 was not completed.

- Click the **x** button in the upper right corner of the next screen to close the data entry window.

If the TOM 2.0 was completed:

- On the first question, click on **Yes** if you have a TOM 2.0 form to enter.

- Click on the blue **Next** button.

- Indicate who completed the TOM 2.0, **Internal Staff** or **External Evaluator**.

  - Wraparound Care Coordinator Coaches who work at the same program as the WCC they are observing are **Internal Staff**.

- Indicate the format of the team meeting, **In person** or **Via telehealth**.

- Click the blue **Next** button.

- The next screen shows you the **Wraparound Site Location**, **Youth/Family ID**, and **Youth's Age**.

- Click the blue **Next** button.

Observed Meeting Information

- Enter the information from the first page of the TOM 2.0.

- Click the blue **Next** button.

Team Membership and Meeting Attendance Grid

- Enter the team member information from the first page of the TOM 2.0.
- Click the blue **Next** button.

Full Meeting Attendance Questions

- Click on the boxes to indicate the responses on the TOM 2.0 you are entering.
- Enter any notes written into this section of the TOM 2.0 form.

Effective Teamwork Questions

- Click on the boxes to indicate the responses on the TOM 2.0 you are entering.
  - Enter any notes written into this section of the TOM 2.0 form.
  - Click the blue **Next** button.

Driven by Strengths and Families Questions

- Click on the boxes to indicate the responses on the TOM 2.0 you are entering.
- Enter any notes written into this section of the TOM 2.0 form.

Based on Priority Needs Questions

- Click on the boxes to indicate the responses on the TOM 2.0 you are entering.

- Enter any notes written into this section of the TOM 2.0 form.

- From the TOM 2.0 form, enter the strengths identified and needs planned for during the meeting.

- Click the blue **Next** button.

Use of Natural and Community Supports Questions

- Click on the boxes to indicate the responses on the TOM 2.0 you are entering.

- Enter any notes written into this section of the TOM 2.0 form.

Outcomes-Based Process Questions

- Click on the boxes to indicate the responses on the TOM 2.0 you are entering.

- Enter any notes written into this section of the TOM 2.0 form.

- Click the blue **Next** button.

Skilled Facilitation Questions

- Click on the boxes to indicate the responses on the TOM 2.0 you are entering.

- Enter any notes written into this section of the TOM 2.0 form.

- Enter any overall meeting reflections written on the TOM 2.0 form.

- Click the blue **Next** button.

- On the next screen, click the blue **Complete** button.

- Click the **x** button in the upper corner of the next screen to close the TOM 2.0 data entry window.