

Sponsoring Organization Monitoring Staff Information - Centers

Name of Contracting Entity	CE ID	Version
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Part I — Monitor Staff Resources

A. Employee Name	B. Position	Annual Monitoring Hours						I. FTE (Total Monitor Hours + 2080)		
		C. Monitor Form	D. On-Site Training	E. On-Site TA	F. Menu Review	G. Household Contacts	H. Other Monitor Functions	Total Annual Monitor Hours	+ 2080 =	FTE
										÷ 2080 =
										÷ 2080 =
										÷ 2080 =
										÷ 2080 =
										÷ 2080 =
										÷ 2080 =
Total FTEs Available										

**Part II — Monitoring Hours Needed
(Adjusted for Distance and Size)**

Distance In Miles	Enter the Number of Sites	Multiply by this Factor	Adjusted Hours
0 – 24		X 0	= 0
25 – 50		X 6	=
51 – 100		X 9	=
101 – 150		X 12	=
151 – 200		X 18	=
> 200		X 24	=
Total Sites		X 13.5 (Base Factor)	=
FTEs Required A. Total Hours			÷ 2080 =
Site Enrollment:			
Sites with Enrollment <u>Less</u> than 100		X 0	= 0
Sites with Enrollment <u>Greater</u> than 100		X 1.5	=
FTEs Required B. Total Hours			÷ 2080 =

Part III — Meeting Requirements

<p>Total FTEs Available (From Part I): _____</p>	<p>Note: Use both the distance adjustment and the enrollment size adjustment to get the total FTEs required.</p> <p>Total FTEs Required (From Part II-A+B): _____</p>
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Signature – Contracting Entity Representative

Date

TDA Use Only

<p>_____ Signature — TDA Representative</p>	<p>_____ Date</p>	<p>_____ Title of TDA Representative</p>
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