

M&E Development Series

DATA COLLECTION TOOLS AND INSTRUCTIONS

DATA COLLECTION TOOLS AND INSTRUCTIONS

- ✘ Quality monitoring of program indicators depends on using standard data collection tools with clear instructions.
- ✘ These are essential components to reporting reliable, precise, and accurate results.
- ✘ Standardized tools ensure that the same data is collected in the same way, regardless of where the program is being implemented.

DATA COLLECTION TOOLS AND INSTRUCTIONS

Four sections:

- (1) Data Flow and Schedule
- (2) Instructions
- (3) Data Collection Tools
- (4) Strategy for Surveying and Sampling

DATA FLOW AND SCHEDULE

- ✘ The data flow outlines how information is transferred between forms starting from the source document up to the report submitted to DCTAT.
- ✘ The data flow is accompanied by a schedule of dates for performing aggregation and compilation steps, starting a new form, transferring data to another form, or submitting reports.

DATA FLOW AND SCHEDULE

A Summary Schedule should be included within the data tools documentation to describe general timeframes for completion and submission of various forms (ie. monthly, quarterly, semiannually, etc).

Tools and Actions	As Needed	January	February	March	Quarter 1	April	May	June	Quarter 2	Semi-Annual	July	August	September	Quarter 3	October	November	December	Quarter 4	Annual	
Youth Mentoring																				
Mentor-Mentee Match Record – on a single form mentor documents each contact with mentee at the time of the meeting, summarized by week, data transferred monthly to Client Management Database	✓	✓	✓	✓		✓	✓	✓			✓	✓	✓		✓	✓	✓			
Individual Growth Plan – one form is completed by mentor with input from mentee at match initiation, progress assessed and updated monthly, progress updates are transferred monthly to Client Management Database	✓	✓	✓	✓		✓	✓	✓			✓	✓	✓		✓	✓	✓			
Mentee Match Survey – mentee responds to the survey at 2-3 months and 8-9 months after being matched with a mentor, data is immediately transferred to Client Management Database	✓																			
Client Management Database (Evidence-based Practice Query) – run quarterly by Mentoring Manager or M&E Designee to determine the number of mentor-mentee matches that meet the standards of evidence-based mentoring practice, submitted to NCMI quarterly					✓				✓					✓					✓	
DCTAT – number/percent of youth in a mentor-mentee relationship that meet the standards of evidence-based mentoring practices is reported semi-annually to OJJDP										✓				✓						✓

Names of data tools listed in completion order from source document to DCTAT.

Calendar for indicating the frequency (monthly, quarterly, [semi]annually) of collection, aggregation, reporting

DATA FLOW AND SCHEDULE

A copy of the Schedule should also be completed to indicate specific dates when each form will be completed or submitted to the next level. This will serve as the Reporting Schedule and should be post at onsite.

Youth Mentoring	As Needed	January	February	March	Quarter 1	April	May	June	Quarter 2	Semi-Annual	July	August	September	Quarter 3	October	November	December	Quarter 4	Annual	
Tools and Actions																				
Mentor-Mentee Match Record – on a single form mentor documents each contact with mentee at the time of the meeting, summarized by week, data transferred monthly to Client Management Database	✓	28	28	28		28	28	28			28	28	28		28	28	28			
Individual Growth Plan – one form is completed by mentor with input from mentee at match initiation, progress assessed and updated monthly, progress updates are transferred monthly to Client Management Database	✓	20	20	20		20	20	20			20	20	20		20	20	20			
Mentee Match Survey – mentee responds to the survey at 2-3 months and 8-9 months after being matched with a mentor, data is immediately transferred to Client Management Database	✓	Match = t Mentee Match Survey Baseline = t + 3mos Mentee Match Survey Follow-up = t + 9mos																		
Client Management Database (Evidence-based Practice Query) – run quarterly by Mentoring Manager or M&E Designee to determine the number of mentor-mentee matches that meet the standards of evidence-based mentoring practice, submitted to NCM quarterly					Apr 10				July 10					Oct 10					Jan 10	
DCTAT – number/percent of youth in a mentor-mentee relationship that meet the standards of evidence-based mentoring practices is reported semi-annually to OJJDP										July 15									Jan 15	

Names of data tools listed in completion order from source document to DCTAT.

Calendar for indicating the frequency (monthly, quarterly, [semi]annually) of collection, aggregation, reporting

INSTRUCTIONS

Written instructions for data collection tools:

- ✘ Equip program staff and volunteers to complete forms correctly
- ✘ Reduce variations in interpretation about what information for which the form is actually asking
- ✘ Should be available for those responsible for completing the form to reference during the process as needed

INSTRUCTIONS

Each data tool or form should have its own accompanying set of written instructions.

INSTRUCTIONS

1. Purpose of the form

- + What is the purpose of completing this form?
- + What indicators is it designed to verify?

2. Frequency

- + How often is the form completed, aggregated, or transferred?
- + When is this done?
- + By whom?

INSTRUCTIONS

3. Data source

- + Where does the data on this form come from?
- + Who or what it is about?
- + Is the form a source document or does it contain data obtained from another document?
- + If the form is not a primary source document, what is the name the specific document(s) from which the data is obtained?

INSTRUCTIONS

4. Instructions

- + What processes will be completed on this form?
- + Who is responsible for completing the form?
- + Who will the processed form be submitted to?
- + When or how often will this be done?

INSTRUCTIONS

Describe step by step the process by which the form is completed keeping the following points in mind:

- + Explain steps in the order that they will be done in practice.
- + Write a separate instructions step for each field or data point.
- + Refer to specific labels on the data form and give details about what information should be filled in.
- + Explain any aggregation steps or calculations that must be performed to complete fields on the form.

INSTRUCTIONS

Describe step by step the process by which the form is completed keeping the following points in mind (*continued*):

- + Provide visual diagrams and examples as needed.
- + Assume the user knows nothing about the form or how to complete it.
- + Walk through completing the form yourself and note any item written or decision made.

INSTRUCTIONS

- ✘ Are there any other special instructions for completing the form?
- ✘ What is the duration for of the form's use?
- ✘ What documents or reports is this form designed to inform?

TOOLS FOR MONITORING ACTIVITIES

- ✘ Program-specific activities must be verified by either created or adapted standardized data collection tools.
- ✘ Tools should be simple to use and logically arranged.
- ✘ Most likely all sites in full implementation phase already have data tools in place. Use this process to review your existing tools and confirm that they contain all the necessary fields and qualities.

TOOLS FOR MONITORING ACTIVITIES

Effective tools contain these vital data fields:

1. Date that the activity was done - allows aggregated activities to be reported within the correct period.
2. Unique identifiers such as name or beneficiary ID number:
 - a. Ensure that individuals are not double counted
 - b. Facilitate linkage between all records and data about the same person

TOOLS FOR MONITORING ACTIVITIES

Effective tools contain these vital data fields:

3. Location or catchment area where the activity was done – allows aggregated activity reports to be attributed to the correct geographic area.
4. Name or ID of the person completing the form – so that corrections and clarifications can be obtained if necessary.
5. Activity completion – indicates whether an activity was accomplished according to definition and is “worthy” of being reported

TOOLS FOR MONITORING ACTIVITIES

Effective tools contain these vital data fields:

6. Disaggregation characteristics – so that the appropriate level of *precision* can be reported. Categories may include:
 - a. Sex
 - b. Age Group
 - c. Role of individual
 - d. Socio-economic status
 - e. Ethnicity
 - f. Program
 - g. Referral source

TOOLS FOR MONITORING ACTIVITIES

Effective tools contain these vital data fields:

7. Demonstrates adherence to program definition for each activity – provides a measure of program *quality*.
 - a. All standards parameters are included (contact frequency, minimum package, attendance policy, other requirements)
 - b. For individuals trained (show completion of entire training and mastery of learning objectives)

***Parameters outlined within Indicator Definitions should be reflected in data collection tools.**

TOOLS FOR MONITORING ACTIVITIES

Effective tools contain these vital data fields:

8. Uses nested fields to record multiple services provided to the same individual within the same reporting period – to prevent double counting or counting services rather than individuals

Training Attendance	January 2010	February 2010	March 2010	Number of trainings in Q1	Report? (100% attendance)
John Smith	1/24/10	2/20/10	3/13/10	3	YES
Patti Jones	1/24/10	---	3/13/10	2	NO

Nested Attendance Fields – easy to count the number of participants AND determine whether they have attended all training sessions

TOOLS FOR MONITORING ACTIVITIES

Effective tools contain these vital data fields:

8. Uses nested fields to record multiple services provided to the same individual within the same reporting period – to prevent double counting or counting services rather than individuals

Training Attendance	Participant Name	Report?
1/24/10	John Smith	
	Patti Jones	
	Sandi Lopez	
2/20/10	John Smith	
	Sandi Lopez	
3/13/10	John Smith	
	Patti Jones	

Fields are NOT nested – It is more difficult to count the number of unique individuals since they are listed more than once

TOOLS FOR MEASURING OUTCOMES

Outcome indicators address:

- + Knowledge
- + Attitude
- + Practice
- + Behavior
- + Satisfaction of program beneficiaries

Measuring outcomes often involve administering questionnaires and conducting in depth interviews.

TOOLS FOR MEASURING OUTCOMES

- ✘ Survey instruments should be built from a pool of pre-tested and validated questions and composite scales that have been proven to obtain expected results.
- ✘ These instruments contain detailed instructions and skip patterns
- ✘ Other questions and scales can be identified through a review of literature published in the appropriate field.

TOOLS FOR MEASURING OUTCOMES

- ✘ If pre-tested and validated questions are not available:
 - + Questions may be developed by the program
 - + Must be pre-tested within the target population PRIOR to administering the baseline questionnaire

- ✘ Development of new survey questions by the program should be the exception rather than the rule.

TOOLS FOR MEASURING OUTCOMES

- ✘ PIRE and NCMI have identified a pool of validation questions for measuring behavioral outcomes targeted by mentoring
- ✘ Once the questionnaire for each site is finalized, we will redistribute to all sites along with instructions and schedules for administration.

STRATEGY FOR SURVEYING AND SAMPLING

Who should be interviewed?

When should they be interviewed?

There are two methods for conducting a survey:

Census

- ✘ All members of the population are interviewed
 - + Number of beneficiaries is small enough to be manageable
 - + Individual level results are necessary for quality implementation of the program.

Sampling strategy

- ✘ Some members of the population are interviewed to represent the whole population
 - + Number of beneficiaries is too large to be feasible
 - + Aggregate level results are enough to inform management about how to improve the program.

STRATEGY FOR SURVEYING AND SAMPLING

Surveying a sample of the beneficiary population can be used to measure changes in only those individuals directly participating in the program.

To show that the change in the beneficiary population is different than the change in the non-beneficiary population, a control group should also be surveyed.

THANK YOU!!!

YOUR M&E EFFORTS ARE APPRECIATED.

TO DO

1. Gather all data collection tools for mentoring
2. Review tools to ensure that they contain:
 - a. Key data points from framework
 - b. Parameters described in your Indicator Definitions
3. Check for:
 - a. Nested fields
 - b. Precision
 - c. Quality parameters
 - d. Date
 - e. Unique Identifiers
4. Note modifications that may need to be made
5. Draft or edit instructions (step by step)