Instructions for Completing FY11 Mentoring Collaborative Survey Tracking Form

Overview:

The survey tracking form tells the evaluator how many surveys you have administered and allows the evaluator to check your survey records in Database Builder for data entry errors on certain administrative items. The tracking form document contains a sheet for recording surveys administered, and a key page. The column headings that appear in color on the recording sheet are a link to the key page. Click on the column heading for more information on what to put in that column. To get back to the recording sheet from the key page, click again on the tab for your project. Please let the evaluator (Kris White, Kristin-L-White@uiowa.edu or 319-335-4494) know if you have questions about anything on the form.

Navigating/Completing the Form:

1) **Personalize your copy:** Please immediately add your agency's name to the beginning of the title of the electronic document file. To do so, hit "save as" and change the file name (e.g., to "Lee FY11 Mentoring Collaborative Survey Tracking Form.xls") and use that version of the document to record your survey information. Please also put your agency's name in the Provider Name row (the 2nd row) of the recording sheet. **Do not** alter the form itself (you may freeze/unfreeze panes, but do not hide, delete, or rearrange columns or change column names).

2) **Enter data cumulatively**: a) keep and use that same document; b) add new entries whenever you administer more surveys in the fiscal year (add new pre-tests below previous entries; add post-tests on the same line as that group's or individual's pre-test), and highlight or otherwise signify where new information starts; c) save it as a new version with the current date added to the end of the document title (e.g., "Lee FY11 Mentoring Collaborative Survey Tracking Form 9-20-10.xls"); and d) email the form to the evaluator (see below). List only THIS FISCAL YEAR's surveys (anything from 7/1/10 on) on this form.

3) **Date of Survey:** The pre- or post-test date entered on this form needs to be the date the surveys were administered (the date on the surveys themselves), not the date the surveys were entered into the database.

4) **Entering post-test information:** All data for an individual participant *should* be put on the same line, i.e., put post-test information on the same line as that individual's pre-test information.

5) **Group Attrition:** Please note in this column if a participant's involvement in the program ended, and briefly explain why. (A date, or absence of a date, in the 'Post-test Date' column will indicate whether the participant took the post-test.)

6) **Match Meeting Information:** Match meeting data *only* needs to be provided **at the end of the fiscal year**, and is a cumulative tally of the participant's involvement for the fiscal year.

Submitting the form:

Tracking forms should be submitted at least monthly if you are entering surveys in that month, and every two weeks if you are entering lots of surveys.

Email the form to the evaluator (at the email address provided in the Overview section). After your first form submission, please inform the evaluator of where your new entries begin on the form, either by reporting in the email what line (by the line number at the far left of the sheet) your new entries start on, or by highlighting the newly added information on the sheet itself (the latter is especially helpful when submitting post-test data).