Instructions for Completing FY11 Survey Tracking Forms

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 separate sheet for each of the two IDPH prevention contracts that Pat McGovern from the Consortium monitors thru Database Builder (DbB): Prevention through Mentoring (PTM) and Youth Development (YD). To get to the correct sheet for your project, click on the tab at the bottom of the document that has your contract name.

Column headings that appear in color are a link to a key page. Click on the column heading for more information on what to put in that column. To get back to your project sheet from the key page, click again on the tab for your project. Please let the evaluator (Pat McGovern, patrick-mcgovern@uiowa.edu or 319-335-4131) 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 document file (e.g., "ASAC FY11 Survey Tracking Form.xls") and use ("save as") that version. Please also put your agency's name in the Provider Name row of the sheet(s) you use (usually the 2nd row). **Do not** alter the forms themselves (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 pre-tests below previous entries; add post-tests on 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 ("ASAC FY11 Survey Tracking Form 9-20-10.xls"); and d) email the form to the evaluator (see below). Only list 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 a specific class group (or individual, if mentoring) *should* be put on the same line, i.e., put post-test information on the same line as that group's, or individual's, pre-test information.

5) **Group Attrition:** For Youth Development, only complete this section if a large portion of the class or an entire class/group did not complete the post-test. If this occurs, please explain the reason they did not complete the post-test, including whether the program was terminated early. For Prevention through Mentoring, please explain if a participant's involvement in the program ended.

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. Please DO NOT send me a tracking form more than once per week.

Please submit separate documents for the different grant/contracts.

Email the form to the evaluator ***with the following information in your email message:***
a) The contract(s) for which you are submitting new entries (PTM or YD); and,
b) What line (by the line number at the far left of the sheet) your new entries start on – OR, highlight the newly added information in the spreadsheet itself (particularly if adding post-test data on lines where pre-test data was already submitted).