Required DFC Reporting: Collecting Effective Data for the National Evaluation

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Goals of this Session

1. The DFC National Evaluation
2. Reporting Requirements
3. Collecting and Submitting High Quality Data
   a. Progress Reports
   b. Core Measure Data
   c. Coalition Classification Tool
4. Resources
5. Next Steps
6. Q&A
We are here to help!

dfc_evaluators@icf.com
1-877-854-0731
What is the DFC National Evaluation?
What is the DFC National Evaluation?

• Data reported at national level
• Individual data not shared publicly

<table>
<thead>
<tr>
<th>Data Collected</th>
<th>Use/Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core measure data</td>
<td>• Key outcomes for DFC goal to prevent/reduce youth substance use</td>
</tr>
<tr>
<td>Progress Report</td>
<td>• Understand context in which coalition work is done</td>
</tr>
<tr>
<td></td>
<td>• Link activities and outcomes</td>
</tr>
<tr>
<td></td>
<td>• Monitor use of funds (SAMHSA)</td>
</tr>
<tr>
<td>Coalition Classification Tool (CCT)</td>
<td>• Understand context in which coalition work is done</td>
</tr>
<tr>
<td></td>
<td>• Link activities and outcomes</td>
</tr>
</tbody>
</table>
The DFC National Evaluation Team

• The DFC National Evaluation is a learning process
• Contact the DFC National Evaluation team with questions related to:
  • Reporting
  • Local Evaluation
  • Data Collection Efforts
  • Surveys or Survey Review Guide
  • Accurate Sampling Methods
  • DFC Me
DFC Management and Evaluation (DFC Me)
DFC Me Access

• Each DFC Grant Award Recipient will have accounts associated with the following roles:
  • Program Director
  • Project Coordinator
  • Grand Award Recipient Representative

• Roles defined in the FOA
  • Changes must be approved by SAMHSA Project Officer
  • Keep our team in loop on approval so can be added
Reporting Requirements
Reporting Requirements

- Each of the following is **REQUIRED**, per the Terms and Conditions of the grant

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Number of Submissions</th>
<th>Submission Month*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress Report</td>
<td>Twice/year</td>
<td>February &amp; August</td>
</tr>
<tr>
<td>Coalition Classification Tool (CCT)</td>
<td>Once/year</td>
<td>August</td>
</tr>
<tr>
<td>Core Measures</td>
<td>1x every 2 years</td>
<td>Either February OR August</td>
</tr>
</tbody>
</table>

*submission deadlines are subject to change*
Reporting: Progress Reports
The Basics

• Two reports per year

• Each Progress Report covers a six-month period

February Progress Report: August 1st– January 31st
August Progress Report: February 1st– July 31st

• Activities completed during reporting window
Be Honest!

• New Year 1, October 1, 2016 to January 31, 2017
• Activities may have been limited or focused primarily on building capacity
• Report what completed, not what working on!
The Basics

• Progress Reports are required per your Terms and Conditions for the grant

• Can enter data into reports throughout the year
  • Can submit reports only during reporting windows

• Watch for e-blasts and dashboard calendar updates for final dates to submit report
# Progress Reports: Overview

Pay attention to the required subsections!

## Coalition Structure & Processes
- Member Capacity
- Processes
- Planning
- Implementation
- Community & Population
- Level Outcomes
- Challenges & TA

## Coalition Information

<table>
<thead>
<tr>
<th>Coalition Information</th>
<th>Needs Assessment</th>
<th>Target Zip Codes</th>
<th>Coalition Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coalition Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Award Recipient Name *</td>
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<td></td>
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<tr>
<td>Coaltiontester3</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Coalition Name *</td>
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</tr>
<tr>
<td>Penny Lane Drug Free Coalition</td>
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<tr>
<td>Year of First DFC Award *</td>
<td></td>
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</table>

DFC National Evaluation Team: dfc_evaluators@icf.com • (877) 854-0731 • https://dfcme.ondcp.eop.gov
Progress Reports: Elevator Speech

• Short description of your coalition
  • Goal: tell us how you make a difference
• Use common or universal terms
• Suggested content includes:
  • Things that make you unique
  • Primary goals/focus
  • Key successes
  • Challenges to goal achievement
Progress Reports: Membership

Definition of “active” member

• Avoid over-reporting

Membership roster

• Individual versus Organization
• Double check the number of sector representatives listed in your membership roster
• Template or enter individually

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Progress Reports: Budget

• Total annual operating budget
  • DFC funding and in-kind donations
  • All line item funding must be included
• Do not enter $ or comma. Can enter decimals, but not required to report to the penny
• Budget should be based on one year
  • Calendar, fiscal, etc.
Progress Reports: Implementation

• One activity = one category of implementation
• How “Providing Information” is slightly different

<table>
<thead>
<tr>
<th>Providing Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Media campaigns</td>
</tr>
<tr>
<td>Media coverage</td>
</tr>
<tr>
<td>Informational materials prepared/produced</td>
</tr>
<tr>
<td>Informational materials disseminated</td>
</tr>
<tr>
<td>Social networking</td>
</tr>
<tr>
<td>Information on DFC coalition web site</td>
</tr>
<tr>
<td>Direct, face-to-face information sessions</td>
</tr>
<tr>
<td>Special events</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>
Educating and Informing – Laws & Policies

• DFC Grantees work to educate and inform their communities about laws and policies!

• If new policy/law in past six months, we will ask you to specify
  • Some may occur only after years of work (e.g., social host)
  • Others may occur more quickly (e.g., school policy including e-cigarettes to tobacco policies)
Reporting: Core Measure Data
Overview of Core Measure Reporting

• Core Measure data is collected by surveying youth in your capture area

  • **Measures**: Past 30-day Use, Perception of Risk, Perception of Peer Disapproval, Perception of Parental Disapproval

  • **Substances**: Alcohol, Tobacco, Marijuana, Prescription Drugs

    • *STOP Act core measures* may be substituted for Perception of Risk and Peer Disapproval of Alcohol
Overview of Core Measure Reporting

• Must collect and report new core measure data every two years
  • Three grades total
  • At least one middle and one high school

• Year 1 Grantees submit baseline data
  • Data from before you received the grant or from this fall if available
Submit Surveys for Review

• National Evaluation team reviews each survey submitted against required core measures.
  • Review ensures that Coalition X is collecting the same information as Coalition Y

• You can ONLY enter core measures data if you have at least one survey that has approved core measures items

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What survey(s) should I submit for review?

• Submit the survey(s) that your coalition has or will use to collect core measure data from local youth

• DFC Year 1 grant award recipients – please submit any baseline core measures surveys.

• If more than one version, with different questions, submit each survey

Tips and Tricks

Because they are not related to core measure data, you do not need to submit parent or community surveys for review.
Reporting: Core Measure Data

• Follow data guidance in survey review guide

• Report data on the correct end of the scale
  • E.g., Great and moderate risk; substance use in past 30 days; etc.

• Do not enter a zero if you have no data

• Enter percentages as whole numbers
  • e.g. Enter 59.5 for 59.5% instead of 0.595
Reporting: Core Measure Data

• Enter data **by grade level** if at all possible
  • Use “All Middle School” or “All High School” **only if unable** to separate data by grade level

• Enter data **by gender** if at all possible
Reporting: Coalition Classification Tool
Reporting: Coalition Classification Tool

• The CCT is a survey of perceptions on coalition processes and structure
  • No right or wrong answers!
  • Covers one year of work
  • Broken up into 14 sections
  • Approximately 300+ questions

• Watch for changes in response categories!
  • To what extent . . .
  • Yes/No
  • Degree to which Agree
  • Confidence
CCT: Community Assets

• In place before DFC grant started

• In place as a Result of DFC coalition efforts
  • But not within the past year

• New accomplishment within the past year
  • Also result of DFC coalition efforts

• Not applicable (not in place in your community)
Resources

The DFC National Evaluation Team and the DFC Me Team

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SAMHSA Project Officers and Grants Management Team. Find your PO here:

https://www.whitehouse.gov/ondcp/Drug-Free-Communities-Support-Program/contacts

Community Anti-Drug Coalitions of America (CADCA) and the National Coalition Academy
1-800-54-CADCA
http://www.cadca.org/technical-assistance
Recorded trainings can be found on DFC Me – at the bottom of the login page and at the bottom of your coalition's dashboard.

Training and Technical Assistance (TA) is always available for DFC recipients. Each DFC recipient is assigned a SAMHSA Government Project Officer (GPO) and Grants Management Specialist (GMS) once awarded a DFC grant.

Click on the title to view each training:

- Progress Reporting 101 (72 minutes)
- Coalition Classification Tool 101 (17 minutes)
- Core Measures Reporting in DFC Me (23 minutes)
- Saving and Submitting in DFC Me (15 Minutes)
- The Survey Review Process in DFC Me (33 minutes)
- DFC Reporting Q&A (August 2016)

Assistance is also available to DFC recipients via CADCA's National Coalition Institute (NCI) TA Manager and the National Evaluation Team.
Resources

National Evaluation Report - available on ONDCP’s DFC Program Website

Current Link: http://www.whitehouse.gov/ondcp/drug-free-communities-support-program
Next Steps

• Ask if you need help!

• Get started in February 2017 Progress Reporting in DFC Me

• Submit survey for review as soon as possible so you are ready to enter core measures data
Next Steps

• Request any necessary personnel changes
  • DFC Me cannot be updated without direct approval from SAMHSA Project Officer

• Watch for January training announcement on DFC Me and in e-blast
  • View trainings on DFC Me
  • Review DFC tip sheets
Q&A