




Collecting High Quality Evaluation Data and Successfully Completing Your First DFC Progress Report


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First and foremost: We are here to help!



- For issues with core outcome measures, data collection efforts, surveys or survey review guides, submitting progress report data, or accurate sampling methods:
 - DFC National Evaluation Team
1-877-854-0731 or DFC_Evaluators@icfi.com
- For issues with COMET training, login information, or functionality:
 - COMET Technical Assistance
1-888-348-4340 or DCARSupport@kitsolutions.net ;
<http://kitusers.kithost.net/support/DCARsupport>
- For questions about local and/or coalition evaluation:
 - CADCA's National Coalition Institute
1-800-54-CADCA, ext. 240 or training@cadca.org

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Goals of This Session




1. Learn how to comply with DFC grant requirements.
2. Learn how to collect and submit high quality evaluation data.
 - a. When and how core measures data should be entered into the semi-annual DFC progress reports.
 - b. Representative samples.
3. Learn how to report data other than the core measures.
 - a. How to enter other data into the progress report system.
 - b. Telling your story effectively in your progress report.
 - c. Completing the annual Coalition Classification Survey.
4. Answer your questions about data collection and data entry requirements.




In This Presentation



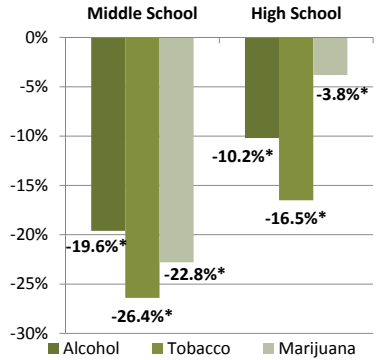
- Introduction: Why is Evaluation Important?
- Progress Reporting: What You Need to Know
- Survey Submission and Collecting Core Measures Data
 - Collecting data: Core measures surveys
 - Collecting data: Sampling
 - Submitting core measure data
- Entering Other Data in the Progress Report System
 - What does the progress report look like?
 - Tell us your story
 - Data reporting reminders
- Questions & Answers



Why Is Evaluation Important?




- The DFC National Evaluation is a learning process. We want to capture the reality of DFC grants.
 - Your grant will not be taken away if you experience “bumps in the road.”
 - Learning how you recover and manage those challenges is incredibly important.
- Data facilitates communication about DFC locally and nationally.
- What can grantees do?
 - Create relationships with data holders in your community/state, ask the National Evaluators questions, and correctly input data into progress report system.
 - Read the latest report: <http://www.whitehouse.gov/ondcp/drug-free-communities-support-program>




Category	Middle School	High School
Alcohol	-19.6%*	-10.2%*
Tobacco	-26.4%*	-16.5%*
Marijuana	-22.8%*	-3.8%*

■ Alcohol ■ Tobacco ■ Marijuana
 PERCENTAGE CHANGE IN PAST 30 DAY ALCOHOL, TOBACCO, AND MARIJUANA PREVALENCE OF USE: LONG-TERM CHANGE AMONG ALL DFC GRANTEE SITES SINCE INCEPTION OF THE GRANT
 Source: 2012 DFC National Evaluation Interim Report
 Note: * p<.05

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How the DFC Evaluators Use Your Data



- Analyzing National Trends Across DFC Coalitions.
 - Using quantitative data from semi-annual progress reports.
- Site Visits to Collect Additional Qualitative Data.
- Ongoing Reporting and Ad-hoc ONDCP Requests.
 - Pull qualitative data from the Elevator Speech, Assessment, Planning, and Implementation sections of semi-annual progress reports.
 - Use these write-in sections of the progress reports to tell us your coalition’s unique story!
 - Use common names for drugs and activities when writing-in information to ensure that your story will be pulled from the data.

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Why is Evaluation Important to YOUR Coalition?



- It is a grant requirement.
- Opportunity to reflect on coalition work twice a year – use data to drive local decisions.
- Tracking progress and impact made in the community over the course of the grant.
- Identifying accomplishments/areas for growth and improvement.
- Establishing relationships with various stakeholders within the community (e.g. youth, parents, school district, business community).
- Contributing to the National Evaluation of the DFC program and telling the DFC story across the country.
 - Core Measures are the key metrics to the DFC National Evaluation.



Progress Reporting: What You Need to Know



Important Information for First Progress Report Submission



- Progress reports are submitted **semi-annually** in **February** and **August** every year of grant funding.
 - Submitted through the COMET system: www.pmrts.samhsa.gov
- First progress report is due February 11, 2015.
 - It is linked to your continuation grant.
- Get trained in the progress report system as soon as possible.
 - Who is already trained?
 - Who has a system login?
- Submit baseline survey for review.
- Start entering information (other than core measure data).
- Plan to enter data on an ongoing basis.
 - This helps keep track of your work and makes the reporting period deadline less stressful.
- Helpful resources on the NGM Materials Website.



Survey Submission and Collecting Core Measures Data



Collecting Data: Core Measures Surveys



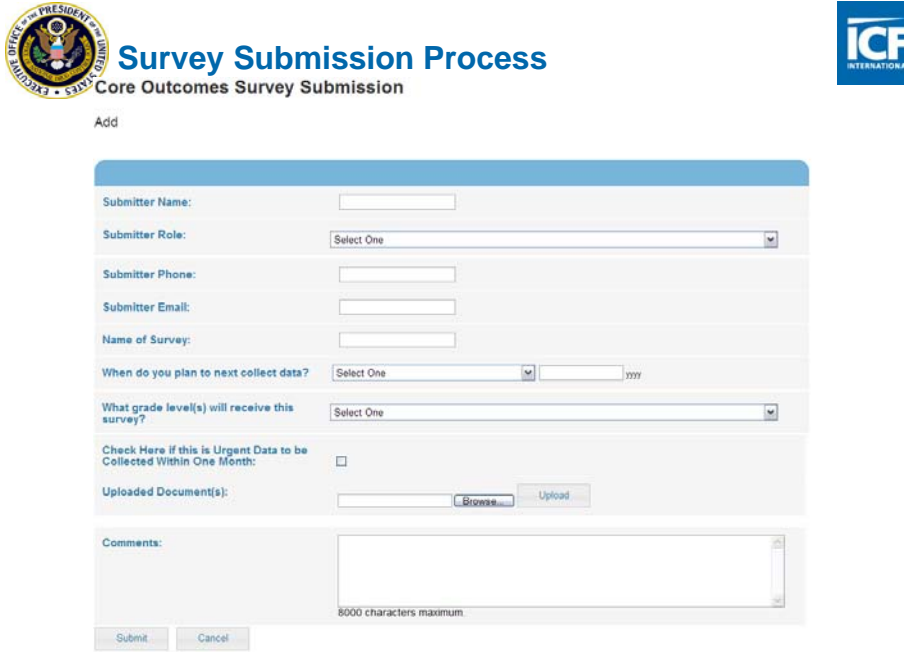
- **Step 1: Submit baseline survey for a survey review.**
 - Submit survey through the system for review.
 - Be sure to include a **blank** copy of the survey instrument that you used to collect your **baseline** data.
 - Indicate in the comment section that this is the baseline survey instrument
 - Any surveys being used to collect and enter data for progress reports must be submitted for review.
- **Step 2: DFC Evaluation Team reviews your survey** to determine whether it is compliant with the core measures. A Survey Review Guide (SRG) is created for each survey instrument.
- **Step 3: Grantees receive a SRG** through the system and make necessary changes to be in compliance for future data collections.
- **Step 4: Grantees read SRG to learn how to calculate data** for the Outcomes Section of the report.
- **Step 5: DFC Evaluation Team activates data fields** to allow core measure data to be entered into progress report system.



Survey Review



- Once survey instrument is reviewed, an automated email is sent to the submitter's email to indicate approval status.
- Check automated email under "Evaluator Feedback" for explicit instructions on how to pull the survey review guide from the progress report system.
- How to avoid survey rejection.
 - Submit a blank survey (not data, not a state report).
 - Submit the survey used to collect the baseline data that you will be submitting for the **February 11, 2015** reporting period deadline. After the first reporting period, submit surveys you will use for future data reporting.
 - Submit one survey at a time.
- Download your survey review guide(s) – **read through it** and ask the DFC Evaluators if you have questions.
- If your survey is not Rejected it is:
 - Under Review
 - Partially Approved or Approved



Survey Submission Process
Core Outcomes Survey Submission

Add

Submitter Name:

Submitter Role:

Submitter Phone:

Submitter Email:

Name of Survey:

When do you plan to next collect data?

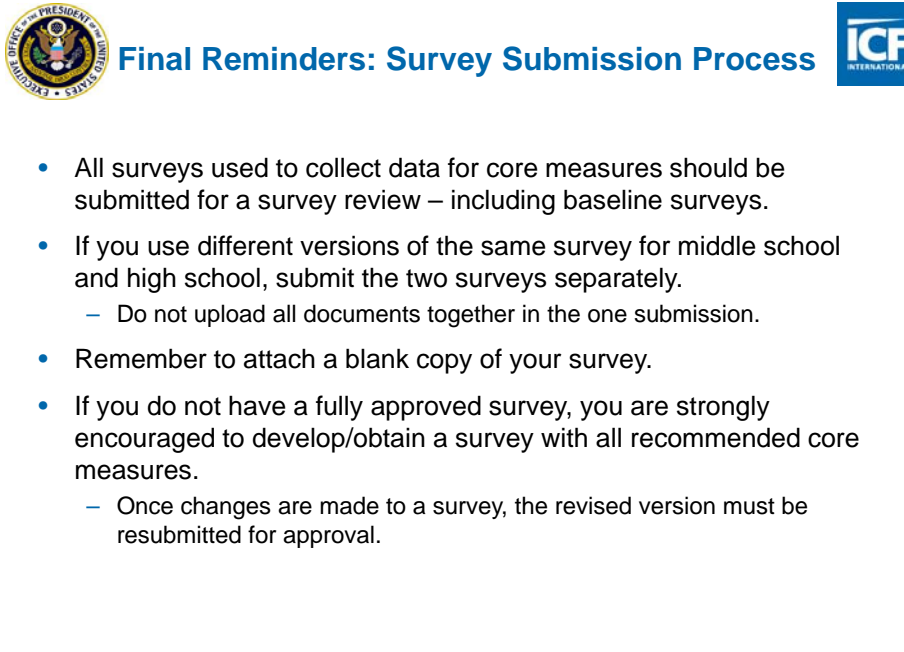
What grade level(s) will receive this survey?

Check Here if this is Urgent Data to be Collected Within One Month:

Uploaded Document(s):

Comments:
8000 characters maximum.

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Final Reminders: Survey Submission Process

- All surveys used to collect data for core measures should be submitted for a survey review – including baseline surveys.
- If you use different versions of the same survey for middle school and high school, submit the two surveys separately.
 - Do not upload all documents together in the one submission.
- Remember to attach a blank copy of your survey.
- If you do not have a fully approved survey, you are strongly encouraged to develop/obtain a survey with all recommended core measures.
 - Once changes are made to a survey, the revised version must be resubmitted for approval.

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Collecting Data: What You Need to Know About Sampling in One Slide



- **Sampling** is the process of selecting a group to study from a larger population.
- **Why it's important:** The sample you select will represent your DFC coalition's outcomes.
- **Considerations:**
 - **Select a representative sample:** Does the sample represent your community in terms of race, gender, economics, and prior substance use? Does the sample accurately reflect community-wide trends over time?
 - **Randomization is the quickest way to representation:** Randomly selecting your sample can ensure it's representative (not always feasible).
 - **Be consistent over time:** Just as important as getting a random sample is to collect data on the same types of youth over time.
 - **When in doubt, call or email us!**



How Often Must Core Measures Data Be Submitted?




- **When to Submit:** DFC grant requirement is to report data at least every **2 years**. Year 1 grantees will automatically be placed on an odd year reporting schedule (i.e., baseline data submitted in February 2015 if possible).
 - In order for your data to be used in national evaluation reports, it must be received within a year of the data collection date. Ask for guidance if your schedule is even.


	2012	2013	2014	2015	2016	2017	2018	2019
Pattern 1: Currently available baseline data was collected earlier than 2012				C	R	C	R	C R (if possible)
Pattern 2: Baseline data collected in 2014 prior to start of grant			C	R	C	R	C	R
Pattern 3: Baseline data collected in 2013		C		C R 2013 data	R	C	R	C***
Pattern 4: Baseline data collected in 2012 and 2014	C		C	R(2)	C	R	C	R

C- Collect Data
R- Report Data

- **What to Submit:** When entering core measures data...
 - Enter percentages as whole numbers: e.g., 56% should be entered as “56” not “0.56”
 - Report data separately by grade level and gender.
- **What Not to Submit:** You only need to enter core measures data into a progress report once. Do not re-enter the same data each reporting period.



Entering Core Outcomes Data



Core Outcomes

Core Outcomes

Community and Population-Level Outcomes Edit

Source for this Data:

Outcome Category this Data Applies To:


Month and Year Data Were Collected:

Compared to Target Area, the Geographical Area Covered by These Data Is: Larger The Same Smaller Don't Know


- Reminder: You need to have completed the survey review process for the “Source of this Data” field to have a valid choice and to be able to enter core measure data.

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Outcomes Summary



- You are NOT required to submit core outcome measures EVERY year.
- There can be a “N” (for No) next to the **Core Outcomes** section on the progress report summary page.
 - This is the only section of the report that is allowed to have a “N.”
- But... you still need to fill out the **Outcomes Summary** page in order to submit your report!
 - You can write something as simple as, “No new data to report and not required to submit data this reporting period. Will submit new data in the X progress report.”
- There must be a “Y” (for Yes) next to **Outcomes Summary** in order to hit submit on your progress report.



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Entering Other Data in the Progress Report System

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Needs Assessment: Substances Targeted

Please select up to 5 Substances that your Coalition is Addressing in your Community:

- Alcohol
- Tobacco
- Marijuana
- Prescription Drugs
- Cocaine/Crack
- Heroin
- Stimulants (uppers)
- Tranquilizers
- Hallucinogens
- Over-the-counter (OTC) drugs
- Inhalants
- Steroids
- Synthetic Drugs

Additional Substances Addressed:

1000 characters maximum

- If you select a substance other than alcohol, tobacco, marijuana, and prescription drugs, be sure to tell that story somewhere in your progress report.
- Last check box, Synthetic Drugs, includes a wide variety of illicit substances, e.g. K2, Spice, Bath Salts. Substances that fall under this category do NOT need to be entered in the Additional Substances text box.
- If your coalition focuses on hookah smoking in particular, be sure to write "Hookah" in the Additional Substances text box.

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Needs Assessment: Zip Codes



- US Postal Service
<https://tools.usps.com/go/ZipLookupAction!input.action>
- Only need to enter zip codes that are populated (i.e., some zips are reserved for PO boxes).



Membership: Meetings



Membership

Membership

Membership Edit	
Number of Formal Coalition Meetings Held During This Period:	<input type="text" value="6"/>
Average Attendance at Coalition Meetings (not including paid staff):	<input type="text" value="8"/>
Is Collaboration Among Members of Your Coalition:	<input type="radio"/> Increasing <input type="radio"/> Decreasing <input checked="" type="radio"/> Staying the Same

- **Number of coalition meetings:** Report the number of full coalition meetings and the number of meetings that involve important coalition business (e.g., subcommittee meetings).
- **Average attendance at coalition meetings:** Include average number of attendees at each meeting counted above.



Membership: Counting Members



Sectors	How many coalition members represent this sector?	How many of these coalition members are "active"?	What is the average level of involvement for each of the sectors?				
			Very High	High	Medium	Some	Low
Parents	3	3	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Youth	5	4	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Business Community	2	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Child/Volunteer Group	2	2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Healthcare Professionals	1	1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Law Enforcement Agency	2	2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



- If an individual member represents more than one sector (e.g., police officer who's a parent):
 - If applicable, choose the sector they represent in an **official** capacity.
 - If not applicable, choose the sector that's most appropriate.
- Roster is for grant compliance, you need to have at least one member in each sector.



Membership: Active Members



- An active member is a recognized coalition member that has:
 - attended at least one formal coalition meeting, **or**
 - has been a member of a standing committee or activity workgroup, **or**
 - contributed significantly to at least one coalition activity.

Capacity Building

Capacity Building Activities

Capacity Building Activities



Please select up to three capacity building activities that were the main focus of your coalition's efforts during the last reporting period:

- Gathering Community Input
- Recruitment
- Training for coalition members
- Building shared vision/consensus
- Increasing fiscal resources
- Strengthening interventions
- Outreach
- Engaging the general community in substance abuse prevention initiatives
- Developing/Executing a media plan to draw attention to new drug
- Improving information resources
- Other (Please Specify)
- None

Specify Other:
1000 characters maximum.

- Select up to three activities.
- Building capacity is a major goal of the program – be sure you tell this story in your own words. You can write in a more descriptive story in the “Additional Details” text box.

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Uploading Strategic Plans, Logic Models, and Action Plans

Planning Activity

Planning Activity

Strategic Plan | Logic Model | **Action Plan** | Additional Details

Has your coalition developed a new action plan during this reporting period? Yes No


Upload your Action plan:

No file selected.

Action Plan.doc

- If you have strategic plans and action plans in a single document, you can upload the same document twice.
- Upload a new plan only when it has changed.


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Summary of Effort

Summary of Effort: Coalition Processes

Summary of Effort: Coalition Processes



Summary of Effort: Coalition Processes


Approximately what percent of overall coalition effort went into the following activities?

Activity	Percent
Assessment	25%
Capacity	15%
Planning	20%
Implementation	20%
Evaluation	20%
	100%

- Use approximate percentages (increments of 5% are fine). We are simply trying to get a sense of how you spend your time and effort.
- “Effort” in this case refers to overall labor resources – including both paid and volunteer staff.

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Implementation Activities

Strategy Activity Details

Identify which activities you worked on during this reporting period related to Providing Information. For those activities identified as being worked on, enter the additional details required. Click the Save & Continue button to save your data and move on to the next Strategy page. Click the Cancel button to return to the Strategy Activities listing page without saving your data. Click the Previous and Next buttons to navigate through the Strategy pages.



Providing Information
Enhancing Skills
Providing Support
Modifying/Changing Policies
Changing Consequences

Enhancing Access/Reducing Barriers
Physical Design


Providing Information

Activities focused on providing information	Did you work on this activity during this reporting period?	Number of Completed Activities This Period	Target Substance	How many Adults Did This Activity Reach?	How many Youth Did This Activity Reach?	Primary Sector Contributing to This Activity	In Your Opinion, How successful Was This Effort?
Media Campaign: Television/Radio	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	Select options	550	1200	1 selected	Moderately Successful
Media Campaign: Billboards	<input type="radio"/> Yes <input checked="" type="radio"/> No		Select options			Select options	Please Select One


- **Be honest** if you haven't implemented activities in your action plan.
- This is where you should spend most of your reporting effort.
- Number of completed activities: Only count the number of activities that are **completed**. Click on the “?” for specific guidance.
- We use these numbers to describe how many activities coalitions are producing at the national level.

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Completing the Annual Coalition Classification Survey



- Every August, your coalition will be required to complete and submit the Coalition Classification Survey.
- Only one survey will be submitted, but grantees are encouraged to seek input from multiple coalition members.

Home > Enter and Submit My Data

Enter and Submit My Data

Use this section to enter and submit data for your Progress Reports.

Progress Reports
Choose a reporting period to access the data entry tools for your Progress Report.


Core Outcomes Survey Submission
Core Outcomes Survey Submission

Coalition Classification Tool Survey Submission
Coalition Classification Survey


Mentoring Report
Enter Data for your Report and submit to the Coalition that is mentoring your Coalition

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Tell Us Your Story!



- Above all, use the semi-annual progress reports as an opportunity to tell us your coalition's story.
- Be honest. Challenges are just as informative as successes.
- Use the elevator speech to give our team a quick overview of your coalition.
- If you are not sure where to explain an activity or challenge, write it in the "Additional Details" text box of the Activities, Implementation, or Assessment sections.
 - Choose whichever section seems most closely related.
- Let us come visit you!

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Data Reporting Reminders



- Required data reporting consists of:
 - Two semi-annual progress reports (February and August)
 - New core measure data submitted through progress reports every two years
 - One annual Coalition Classification Survey (August)



Questions and Answers

