Children's Board of Hillsborough County
Instructions for FY16 Participant Data Collection and Reporting

Spreadsheet Design/Layout:

1) **FY16 Data** (first tab). This is the tab that you will use to report your participant data. It contains columns for each of the demographic fields followed by sets of columns related to each outcome and the associated measures. Many of the cells in the spreadsheet have been setup with drop-down boxes to help facilitate data entry and some are restricted to specific ranges or types of data to eliminate errors in reporting. You will be able to add/fill as many rows of data as needed but please <u>do not add or change the order of the columns</u>. Each row of your spreadsheet should represent only **one** participant. For families where multiple family members are receiving services and working towards outcomes, enter each participant on a separate row. Demographics related to the household (number of adults in home, number of children in home, household structure, highest education level) only need to be entered for one member of the household, however all other applicable/required participant-specific demographics (e.g., Date of Birth, Child Grade, start/end dates) need to be entered for each participant on his/her corresponding row.

2) **Data Dictionary** (second tab). It contains a Glossary to explain each of the Data Fields to help the User better understand what each choice means. This tab can be printed and saved as an easy reference. **Please make sure you carefully read through the Data Dictionary before entering any data in the spreadsheet to make sure that you are reporting on each of the data fields correctly as there were some changes made in FY16.**

3) **Lists** (third tab). It contains lists/choices that are located in the drop-down boxes. This worksheet is protected and is only for viewing the choices in the lists.

Instructions for use:

- **Copying/Pasting Data into the Spreadsheet** – Some programs, particularly those that serve a large number of participants and/or that have their own data base system, will find it easier to block, copy and paste their data into the spreadsheet. You may need to manipulate the sequence of the data from which you are exporting in order for it to paste properly into the CBHC spreadsheet. Once data is copied into the spreadsheet it will override the drop-down lists or data restrictions.

- **How to Submit Data to CBHC** – Once your spreadsheet is ready to submit, save the file with the name of your agency and program and the date range that corresponds to the data it contains (e.g., XZY Agency ABC Program Oct to Dec 2015). Your spreadsheet should **never** be emailed to anyone at the Children's Board as some of the data contained within it is personal and/or confidential. Use your existing login/password for the Hillsborough County SecureFTP site to upload your spreadsheet. New programs should request a login/password by contacting Slake Counts at CountsS@childrensboard.org or (813) 204-1732. In addition, new programs will receive a copy of the Moveit/SecureFTP Quick User Guide to help you navigate the County SecureFTP site. Once data is uploaded to the site, the Children's Board will add a unique Participant ID number to each participant and then notify you to download the spreadsheet

from the FTP site to save for your records. This will allow us to communicate with your program about the participant data in the spreadsheet without the use of identifying information. Please use this spreadsheet with ID numbers assigned to enter the next quarter's participants.

- **Due Dates for Data Submission** – Program spreadsheets with participant data need to be uploaded to the County SecureFTP site quarterly and no later than the due dates for the FY16 contract reports as follows:
  - o for the period 10/1/2015 through 12/31/2015, due February 1, 2016;
    for the period 10/1/2015 through 3/31/2016, due May 1, 2016;
    for the period 10/1/2015 through 6/30/2016, due August 1, 2016;
    for the period 10/1/2015 through 9/30/2016, due November 15, 2016

- **Avoiding Duplication in Reporting** – For most programs, the data contained in each upload of your spreadsheet will be cumulative for all participants served during the fiscal year. This is the recommended method for avoiding reporting on duplicate participant records and will allow you to continue to add/edit information on the participants' served (e.g., pretest data submitted previously and now record contains pretest and posttest data). For some program models, it may be necessary to submit data on only the participants served during that reporting period. Regardless of the frequency of data imports/uploads for your program throughout the Contract Term, the last import/upload should contain <u>all</u> unduplicated participants that have been served during the year.

- **Missing Fields in Spreadsheet** – Each customized spreadsheet is being designed to capture all the data related to your participants and their associated outcomes and indicators. However, if you find that the spreadsheet is missing fields that help you track your data, please contact me. We will discuss whether your spreadsheet can be revised to more closely match the format of the data your program collects.

Technical Assistance:

Please direct questions to Christine Caffray-Kreines, Research and Evaluation Manager, at KreinesC@childrensboard.org or (813) 204-1737.