



Data Collection Plan Outline

Program Name: _____

Instructions: For each data point collected by the program, fill in the requested information in the relevant column. Note that the “logic” of the document flows from top to bottom, so the information entered builds upon the data / information that was entered in the cell directly above.

	<i>Example data point</i>	Data point #1	Data point #2	Data point #3
Data to be collected	<i>Outcome: number of beneficiaries who demonstrate improved knowledge of [X] Improved knowledge: score increase of 10% or more from beginning to end of program</i>			
Source of data	<i>Beneficiaries: economically disadvantaged residents of community [Y]</i>			
Instrument type and description	<i>Pre-post-test: a 25-question multiple-choice assessment created and field-tested by researchers at ABC University that measures knowledge about [X]. The same instrument is used for both the pre- and post-test.</i>			



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Person(s) responsible for data collection	<ul style="list-style-type: none">- AmeriCorps members administer pre-post tests to beneficiaries.- Site supervisors collect pre-post tests from members, check to make sure they are filled out correctly (including unique identifiers for beneficiaries), and send them to program HQ via registered mail.- Program director aggregates and analyzes pre- and post-test data.			
Data collection schedule	<ul style="list-style-type: none">- Last week of September: administer pre-test to all beneficiaries- First week of October: send all completed pre-tests to program HQ- Last week of October: compile and analyze pre-test data- First week of May: administer post-test to all beneficiaries who have completed the program- Second week of May: send all completed post-tests to program HQ- First week of June: compile and analyze post-test data			



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Data storage plan, including source documentation	<ul style="list-style-type: none">- Program director scans each individual pre- and post-test and saves it as a PDF on the organization's secure file server.- Pre- and post-test scores are entered in an Excel spreadsheet alongside unique beneficiary identifiers and saved on the organization's secure file server.- The file server is password-protected so that only the program director and program evaluator have access to the data			
Training for data collectors	<ul style="list-style-type: none">- Program director provides pre-service training to AmeriCorps members and site supervisors about the nature and purpose of the data to be collected, the schedule for data collection, staff and member roles, and basic data quality principles.- AmeriCorps members receive training in September from ABC University personnel about how to administer the pre-post tests.- Written instructions for data collection and storage are provided to all program personnel			



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Pilot-testing strategies	<i>During the spring before the start of the program year, grantee organization staff members administer the pre- and post-test to a group of beneficiaries engaged in a similar intervention. The program director analyzes the pre- and post-test results and interviews program beneficiaries and grantee staff members about the data collection process. The instrument and data collection process are adjusted accordingly.</i>			
Data analysis strategies	<i>October: - Add up numerical score for each pre-test - Assess patterns in responses (e.g., questions that many beneficiaries answered incorrectly) June: - Using the unique beneficiary identifier, match post-tests with pre-tests for each beneficiary - Add up the numerical score for each post-test - Calculate the percentage gain in score for each individual beneficiary - Count the number of beneficiaries achieving a gain of 10% or more - Assess patterns in responses</i>			



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<p>How data will be used for program improvement</p>	<p><i>October:</i></p> <ul style="list-style-type: none">- Based on pre-test responses, the Program Director identifies area(s) where beneficiary knowledge is particularly weak. S/he assesses the intervention to make sure these specific areas are addressed and adjusts member activities as needed.- The Program Director assesses the number and quality of pre-tests received to ensure that data collection strategies are effective. Data collection training and strategies are adjusted where necessary. <p><i>June:</i></p> <ul style="list-style-type: none">- The Program Director compares the outcome actual against the target value to see if the program is meeting its goals. Member caseloads and frequency/intensity /duration of services are adjusted as needed.- Based on post-test responses, the Program Director identifies specific areas where the intervention was effective and areas where it did not achieve the desired results. The content of the intervention is adjusted where needed.			
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