BSCC CalVIP Technical Assistance Workshop Series

Workshop 4. Streamlining and Managing Data Collection Processes – Part I

January 31, 2024

Please Note...

- This workshop is being recorded & will be posted on BSCC's website once it becomes available

Zoom Etiquette

Remain on camera (when possible)

Mute when you are not talking

Stay **present** & **engaged; eliminate distractions**

Keep chat conversations **appropriate** & **on topic**

Make sure your **full name** is displayed

If you have a question, **raise your hand** using the Zoom function at the bottom of your screen, or **use the chat feature**

Agenda

- Introductions
- Project background
- Purpose of today's workshop
- Quantitative Data Validation & Documentation
  - Data Entry Activity
- Qualitative Data Management
  - Breakout Discussion
- Closing

Introductions

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Introductions

- Now we'd like to get to know you better!
  - Please select the position that best describes your role in your program

Community Agreements

- Be present at start of workshop

- Actively participate

- Keep statements respectful, constructive, & relevant to workshop topic

- Be brief & mindful of everyone's time when sharing

- Respect others' thoughts & feelings when they differ from yours

Project Background

Project Goal

- To provide regional technical assistance (TA) for CalVIP Cohort 4 grantees to help build capacity in:
    - Data collection
    - Data entry
    - The development of data-sharing agreements

Project Objectives

- Conduct grantee discovery
  - Review relevant documents (e.g., grantee proposals, LEPs, QPR-Baseline Reports)
  - Administer TA Interest Survey
- Refine TA delivery plan
- Deliver TA
  - Targeted TA
  - Group-based TA workshops
  - Ongoing TA as requested

BSCC CalVIP Data Collection Requirements

- Quarterly progress report data
  - Enrollments & service outputs
    - Enrollment quarterly totals
    - Participation in services
    - Project service outcomes
  - Exits & participant outcomes
    - Exiting participants
    - Outcomes
- Local Evaluation Report data
  - Quantitative & qualitative data to answer your project's process & outcome evaluation questions

Workshop Purpose

Workshops 1-3 Recap

- In Workshop 1 we provided an overview of data quality considerations

- In Workshop 2 we focused on the best practices in developing data collection instruments and described how to create quality instruments to meet data collection needs.

- In Workshop 3 we discussed capacity building to evaluate your program's efficacy by understanding how to measure client progress through outcome data collection.

Workshop #4 Goal

- To help plan for the evaluation of your CalVIP Cohort 4 program by focusing best practices in streamlining and managing data collection processes to meet data collection needs

Workshop #4 Objectives

1. Identify ways to increase data accuracy
2. Understand the importance of standardized tools and documentation in streamlining processes
3. Practice data validation at the point of data entry and have a clear set of actionable data validation recommendations
4. Discuss ways to manage qualitative data collection processes to yield meaningful data

What are you hoping to take away from today's workshop?

Streamlining and Managing Data Collection

Why is it important?

- Streamlined data collection and quality management practices enable efficient and accurate data collection
- Naturally informs service delivery decisions, evaluation, and outcome measurement

Quantitative Data Validation and Documentation

Why is Data Quality Important?

- Ensure complete and accurate data entry for future reporting and decision-making

Data Quality Practices

- Use standardized data collection tool(s)
- In the absence of standardized data collection tool(s), develop your own
  - Ensures same pieces of information are collected at the same point in time (e.g. intake)
- Document proper data collection processes
- Pilot data collection tools and documentation

Developing Standardized Data Collection Tools

- Outline required data fields

- Determine when to collect free response or fixed response data

- Incorporate data validation

Documenting Proper Data Collection Process

- At minimum, documentation should list data fields, what information is collected in each field, and responses that can be recorded

- Write documentation for proper data collection as you develop your standardized tool

- Documentation should be easy to understand and answer most data entry questions

Pilot Testing Data Collection Tools & Documentation

- Encouraged for all data collection tools, with a focus on:

  - Clarity of data entry instructions,

  - Availability of required data fields for reporting,

  - Proper functioning of the tool (e.g., data validation fields are incorporated and working as expected), and

  - Data accuracy.

- Ensures the tool works as intended and improves the accuracy and consistency of data collection at the point of data entry

Breakout Activity
30 Minutes

1. Data Collection Pilot Exercise:

    a. Read two intake samples and assign one breakout group member to share their screen and enter information into the "Pilot Intake Data Collection Tool & Documentation" Excel file

    b. As you pilot the intake tool, your breakout group should reflect on the discussion prompts below

    c. Assign another breakout group member to take notes so you can share your thoughts when we gather again as a full group

2. Discussion Prompts:

    a. What specific changes would you make to the pilot intake tool and/or documentation to improve the program's ability to collect quality data?

    b. Thinking about this exercise and what we've discussed today, is there anything you would like to change about your quantitative data collection tools and documentation practices going forward?

Qualitative Data Management

Why qualitative data?

- Encourages discovery and provides context to programs

- Learning directly from the people who use or deliver services

  - Progress, areas needing improvement, and recognize successes

Poll Questions

1. How has qualitative data been collected at your organization?
   a. Focus groups
   b. CM notes
   c. Observations
   d. Interviews / Follow-up phone calls
   e. Open-ended survey questions
   f. Some other way
   g. It hasn't been collected before

2. How has your organization used qualitative data in the past?
   a. Demonstrate client impact
   b. Improve program / intervention
   c. Better understand quantitative data findings
   d. Some other way
   e. It hasn't been collected before

Streamlining Qualitative Data Collection Processes

- Align qualitative data collection tools with evaluation questions and/or CQI areas of interest

- Develop standardized data collection instruments and pilot them

- Stop collecting data when you have reached a point of saturation

Managing Qualitative Data Processes

Raw Qualitative Data

- Clean transcripts/notes
- Track emerging themes, key points, or other notes and flag impactful quotes
- Documentation

Managing Qualitative Data Processes

Analyzing Qualitative Data

- 4 steps to analyzing data
  - Review
  - Organize
  - Code
  - Interpret

Interpretation and Meaning Making

- Reduce and reiterate and refine

  - Broad themes

  - Subthemes

- Engagement and making meaning of your findings

Breakout Room Discussion

1. What qualitative data collection management and analysis methods have you used in the past that have worked well?

2. Thinking about what we've discussed today, is there anything you would like to change about your qualitative data collection tools and documentation practices going forward?

Closing

Upcoming BSCC CalVIP TA Workshop Topics & Dates

Title	Date
1. Using best practices in data collection, administration, & entry-Part I	Sept.13, 10:00 am - 12:00 pm PST
2. Using best practices in data collection, administration, & entry-Part II	Oct. 19, 11:00 am - 1:00 pm PST
3. Measuring client progress through outcome data	Dec. 6, 10:00 am - 12:00 pm PST
4. Streamlining & managing data collection processes Part I	Jan. 31, 10:00 am - 12:00 pm PST
5. Streamlining & managing data collection processes-Part II	Feb. 28, 11:30 am - 1:30 pm PST
6. Monitoring data collection & establishing CQI processes	April 3, 10:00 am - 12:00 pm PST
7. Using secondary data to support BSCC-Part I	April 24, 11:30 am - 1:30 pm PST
8. Using secondary data to support BSCC-Part II	May 23, 11:00 am - 1:00 pm PST

Ongoing TA as requested

Two ways to request TA support from RDA!

1. Via the RDA TA Request Portal—Use your phone to scan the TA Interest Form QR code

or

2. Email RDA_TA@RDAconsulting.com

    - Provide your name, agency & program name, & a brief description of your TA needs

TA Interest Form

We want to hear from you!

Workshop 4 Feedback Form

- Help us improve future BSCC CalVIP TA workshops!

- Use your phone to scan the QR code or click on the link in the chat to provide feedback on today's session

Contact Information

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Thank you!