



Welcome to

Coordinating Data Collection for AmeriCorps VISTA Projects



Dial: 888-483-1644

Passcode: 9840907

Today's Speakers



Sarah Stapleton
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Officer
AmeriCorps VISTA Alum



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Stewards Individual
Placement Program
AmeriCorps Alum

Quick Refresher on AmeriCorps VISTA Reports



Welcome to
**Record Keeping & Reporting
for AmeriCorps VISTA Projects**

3

Corporation for
**NATIONAL &
COMMUNITY
SERVICE** 

 **VISTA**
Volunteers In Service To America

Dial: Passcode:

Session Goals

By the end of the webinar, you will be able to:

- Access sample data collection tools for reporting and performance measurement
- List next steps for involving others in collecting data for your project
- Identify where to go for support and assistance with reporting

Poll

How confident are you that you know what data needs to be collected for your reports?

- a) Very confident
- b) Somewhat confident
- c) Somewhat unconfident
- d) Not confident at all
- e) Wait, I need to complete reports?

Performance Measurement

The ongoing, systematic process of tracking your project's measurable outputs and outcomes



Outputs: the amount of service provided

Answers: "How much service did we perform?" or "What products did we develop?"

Outcomes: reflect the changes or benefits that occur

Answers: What difference did our service make for beneficiaries?" or "How did the new system or product enhance the capacity of the organization to serve the community?"

Two-Facets of Data Collection



Data Collection Tools



Coordination with sub-sites
and VISTA Members

Common Reporting Pitfalls

- Inaccurate data
 - Data doesn't reflect reporting period
 - Data not cumulative
 - Data not supported by tools
- Not utilizing Sponsor Notes
- Not entering information in narrative section
- General Information

Poll

Did you find your data collection plan in your project application?

- a) Yes
- b) No
- c) I am just now learning that we have a plan

If yes, what did you learn from your data collection plan?

- a) Our plan is detailed and useful
- b) Our plan was not specific enough
- c) I need to start from scratch

Data Collection Basics

1. Identify appropriate methods
2. Identify appropriate data source
3. Use low burden methods and processes
4. Provide confidentiality
5. Set a schedule
6. Pilot your process
7. Continuously monitor

Reporting Task List

www.vistacampus.gov/resources/reporting-task-list

VISTA Member Task List						VISTA Reports Task List				
INSTRUCTIONS: Indicate whether task is completed in column F. Other columns auto-populate.						INSTRUCTIONS: Indicate whether task is completed in column L. Other columns auto-populate.				
Last Name	First Name	Start Date	Type	Due Date	Task Complete ('Yes' or leave blank)	Site Name	Project Start Date	Type	Due Date	Task Complete ('Yes' or leave blank)
Doe	John	7/25/2016	6 Month Performance Review	3/31/2014	Yes	XYZ	7/27/2016	Revise Tracking	10/6/2016	Yes
Doe	John	7/25/2016	Future Plans Form	6/10/2017		XYZ	7/22/2016	Q1 PPR	1/5/2017	
						XYZ	7/23/2016	Q2 PPR	4/8/2017	
						ABC	7/11/2016	Revise Tracking	7/8/2017	
						ABC	7/6/2016	Q1 PPR	NA	
						ABC	7/7/2016	Q2 PPR	7/31/2017	
						ABC	7/8/2016	Q3 PPR	10/22/2016	
						ABC	7/9/2016	Q4 PPR	1/21/2017	
						ABC	7/10/2016	VPRS	4/24/2017	
						XYZ	7/24/2016	Q3 PPR	7/24/2017	
						XYZ	7/25/2016	Q4 PPR	NA	
						XYZ	7/26/2016	VPRS	7/31/2017	
						LMN	8/8/2016	Q1 PPR	2/6/2017	
						LMN	8/9/2016	Q2 PPR	8/8/2017	
						LMN	8/10/2016	Q3 PPR	NA	
						LMN	8/11/2016	Q4 PPR	NA	
						LMN	8/12/2016	VPRS	NA	
						LMN	8/13/2016	Revise Tracking	8/31/2017	

- Customizable spreadsheet
- Organize and track due dates for VISTA project progress reports (PPR), report supplements (VPRS), sponsor-verification forms, and member milestones

Sample PM: Access to Care (H4)

- *Output:* Number of clients participating in health education programs
 - *Instruments:*
 - Health Education Multiple Session Attendance Log
 - Health Program Summary Sheet

Projects align with Goal 1

Increase the impact of national service on community needs in communities served by CNCS-supported programs.

- Economic Opportunity
- Education
- Healthy Futures
- Veterans and Military Families
- Obesity and Food
- Access to Care

H4. Number of clients participating in health education programs.

Agency-Wide Priority Measure: One of a Performance Measures aligned with the 2016 VISTA Program Guidance (PDF) allows us to assess the individual and collective impact of our programs and continue to enhance program effectiveness.

Resources

- 2016 VISTA Program Guidance (PDF)

Glossary

- H1. Number of individuals who are uninsured, economically disadvantaged, medically underserved, or living in rural areas utilizing preventive and primary health care services and programs.
- H2. Number of clients to whom information on health insurance, health care access and health benefits programs is delivered.
- H3. Number of clients enrolled in health insurance, health services, and health benefits programs.
- H4. Number of clients participating in health education programs.

Sample Tool

Health Program Summary Sheet

Instructions: Enter the title of each health program event or course in the first column. Use several summary sheets if necessary. Enter the location, date(s), and supervisor or instructor of each event or course. Enter the number of unduplicated clients that attended the events/courses and the number of unduplicated clients that completed it (i.e. met the course'/event's completion requirement).

Health Program Event or Course	Location	Date(s)	Supervisor or Instructor	Total # of Clients*	# of Clients Completing Program*
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

*Unduplicated clients

Total number of clients completing the program (H4):

Sample Tool

Health Education Multiple Session Attendance Log

Health Program Name: _____ Course Name: _____
 Person completing this Log: _____ Program Year: _____

Instructions: Enter the clients' names in the first column; enter the title and date of each scheduled session in the top row. Record attendance of clients at each session (put in a "1" when client attends). When the course is finished, count the number of clients who participated and the number that met the program's completion requirement.¹ Note the number that met the completion requirement in the "total" statement at the bottom of this sheet.

Client Name		Session Title:	Total Sessions Attended					
Last	First	Date:	Date:	Date:	Date:	Date:	Date:	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								

Total number of clients that completed the required number (____) of sessions: _____.

¹ Completion Requirement: To be counted as "completed participation", clients must attend at least ____ sessions.

Sample Tool Goal 3: Capacity Building and Leverage



Creating Your Own Tool

- Identify the Information Needed
- Choose a Type of Method
- Create Questions
 - Selection
 - Supply
- Format Your Instrument
- Test Your Tool

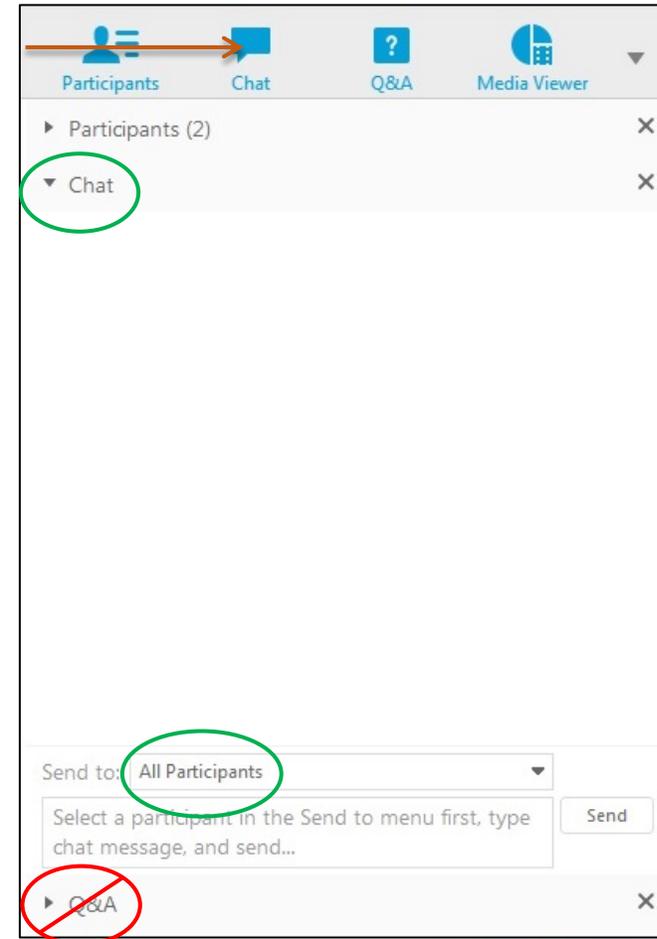


Chat Question

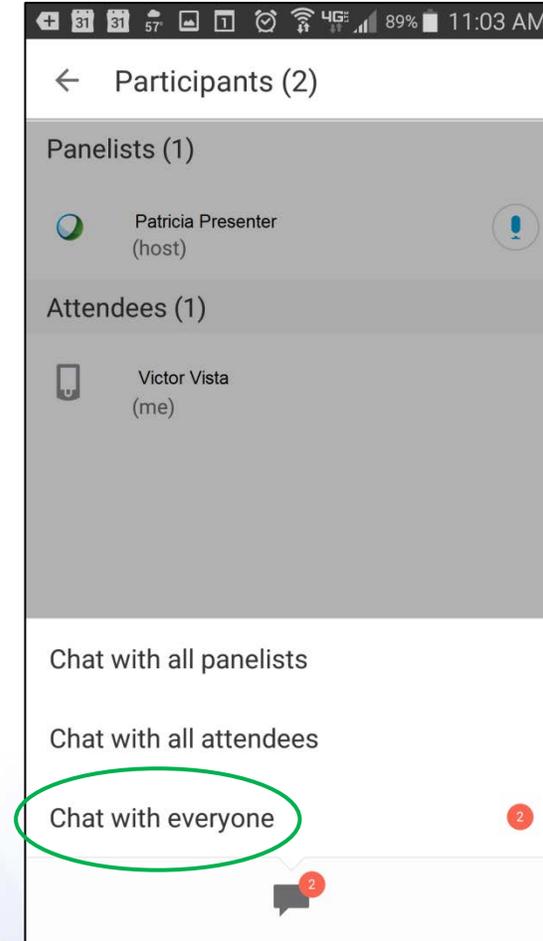
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What kind of tools have you developed?

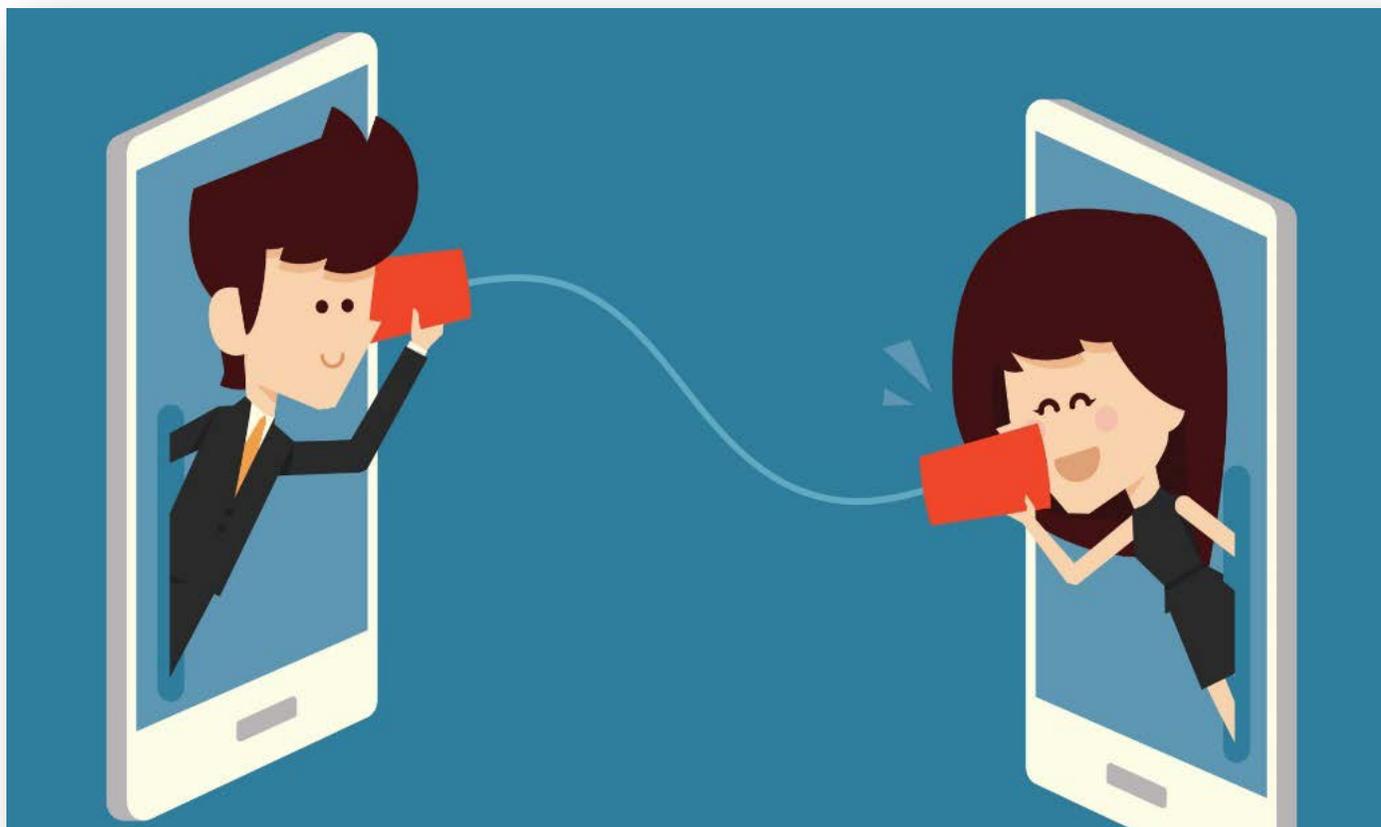
COMPUTER



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Coordinating Data Collection



Coordinating Data Collection with Sub-Sites

- Set expectations with MOUs
- Get specific: who, what, when (project management)
- Train sites on data collection protocols and standards
- Provide tools/instruments and support
- Consider online data collection tools

Intermediary Sponsor Report Collection

	A	B	C	D	E	F
1	DOI/VISTA Team	INSTRUCTIONS: Please fill in all cells for the appropriate quarter (see the dates in parentheses). For none, please enter 0. Do not use N/A, --, or follow a number value with an asterisk. If in doubt about an item, please call your VISTA Leader for clarification.				
2	Quarterly Report - Section 3					
3	DOI/VISTA Name:					
4	Supervisor Name:					
5	Organization:					
6						
7						
8						
9		Q1 (Oct 1 - Dec 31)	Q2 (Jan 1 - Mar 30)	Q3 (Apr 1 - June 30)	Q4 (Jul 1 - Sept 30)	Total YTD
10	GRANTS AND FUNDRAISING					
11	In-kind resources donated by sponsor site to DOI/VISTA projects (\$ value)					\$0.00
12	In-kind resources developed by DOI/VISTA (\$ value)					\$0.00
13	Non-grant cash resources developed by DOI/VISTA (\$ value)					\$0.00
14	Grant-related funding developed by DOI/VISTA (\$ value)					\$0.00
15	# of grant <u>proposals</u> prepared and submitted					0
16	# of grant <u>proposals</u> funded					0
17						
18						
19	VOLUNTEERS					
20	# of projects either created/facilitated by VISTA that provide volunteer/service opportunities for community					0
21	Total # of Hours worked by Community Volunteers					0

Intermediary Sponsor Report Collection

Secure | <https://cl.civcore.com/index.php?section=contacts.accomplishments&action=new&fwID=5271>

Apps | Bookmarks | eGrants | VISTA Docs | VISTA Members | Slack | Salesforce | IP Team | Blog | CNCS Hotline | Opp Nation | Tech Impact | My Webinars | Other bookmarks

Basic Info | Sessions ¹ | Crews | Intern Accomplishments | Intern Projects | Documents | Comments | Reminders | Email Log ⁸

* - Required field

Submit Cancel

Basic Info

* Project	Quarter
<input type="text" value="Search"/>	-- Select --
* Start date of report	End date of report
<input type="text"/>	<input type="text"/>

Overall AmeriCorps Performance measures

* Acres of national parks, state parks, city parks, county parks or other public lands and tribal communities that are improved. <i>Enter 0 if no acres</i>	* Miles of trails or rivers (owned/maintained by national, state, county, city governments or tribal communities) were improved and/or created. <i>Enter 0 if no miles</i>
<input type="text"/>	<input type="text"/>

Volunteer Engagement

# of volunteers recruited, coordinated, or supported by your program	Hours served by the number of volunteers noted above
<input type="text"/>	<input type="text"/>

Intermediary Reporting Best Practices



- Consistent Data Collection
- Timely Data Collection
- Clear instruction
- Reminders
- Follow-up

Making Reports Matter for AmeriCorps VISTA Members and Sub-Sites

- Highlight their contribution to the communities they serve!
- Strong data for grant applications
- Connection to funding and support for their project, our program, and AmeriCorps VISTA



Reports Build Project Capacity



*Strong reporting allows
AmeriCorps VISTA projects to
gain resources and become
sustainable!*

Coordinating Data Collection with Community Partners

- Needs to be communicated up front
- What is their current system?
- What data are they collecting?
- Can you combine your efforts?
 - Use their existing process
 - Develop a new strategy

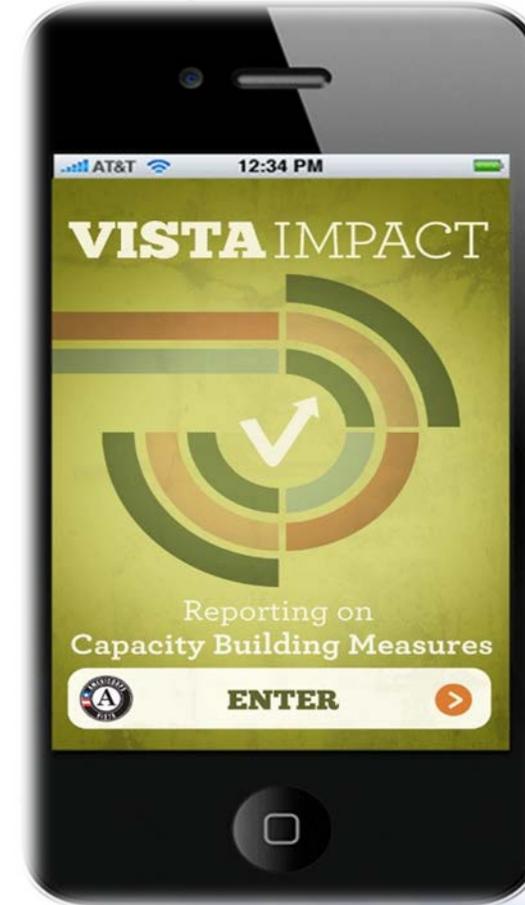
Coordinating Data Collection with Members

- Provide training
- Implement reporting as part of their weekly routine
- Consider using online data collection tools like:
 - VISTA Impact Reporting Tool

AmeriCorps VISTA Impact Reporting Tool

- Assists VISTAs with tracking field data
- Data aligns with performance measures
- Using this tool is optional

www.vistacampus.gov/impactapp

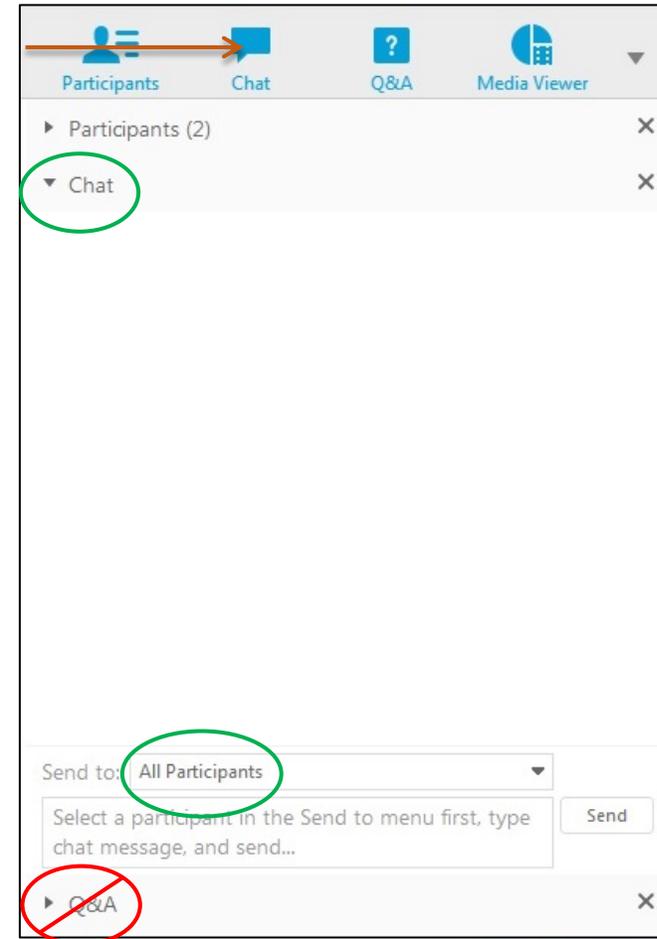


Chat Question

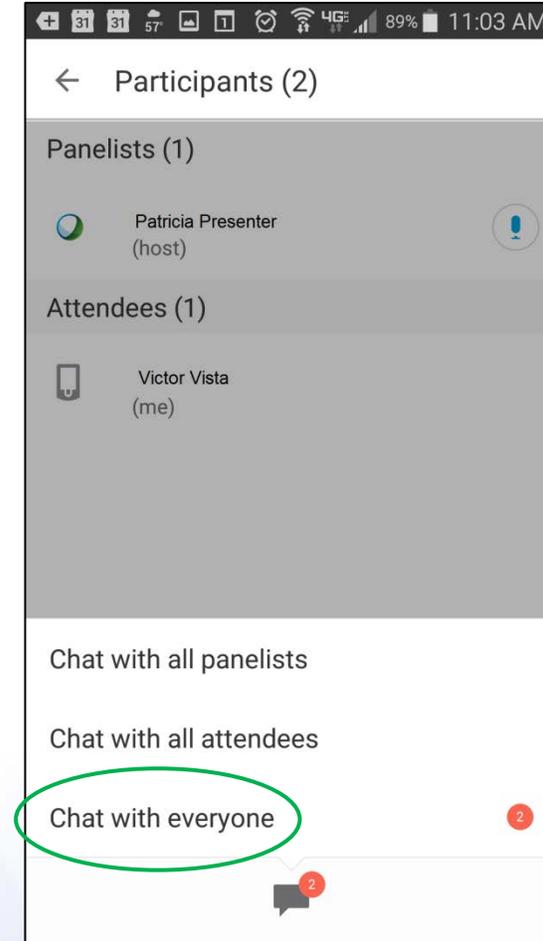
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How are you using the VISTA Impact Reporting Tool in your project?

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Cleaning and Compiling Data



- Ensure instructions are clear
- Follow up with data that seems unclear
- Save additional accomplishment for the narrative section

Where to Go for Reporting Support

- Your community and partners
 - Contact your intermediary sponsor if you are a sub-site
- Your State Office Program Officer
- VISTA Campus Reporting & Evaluation Resources
 - eGrants job aids
 - Reporting Task List
 - Performance Measurement resources



www.vistacampus.gov/supervisors/reporting-and-evaluation

Additional Reporting Resources

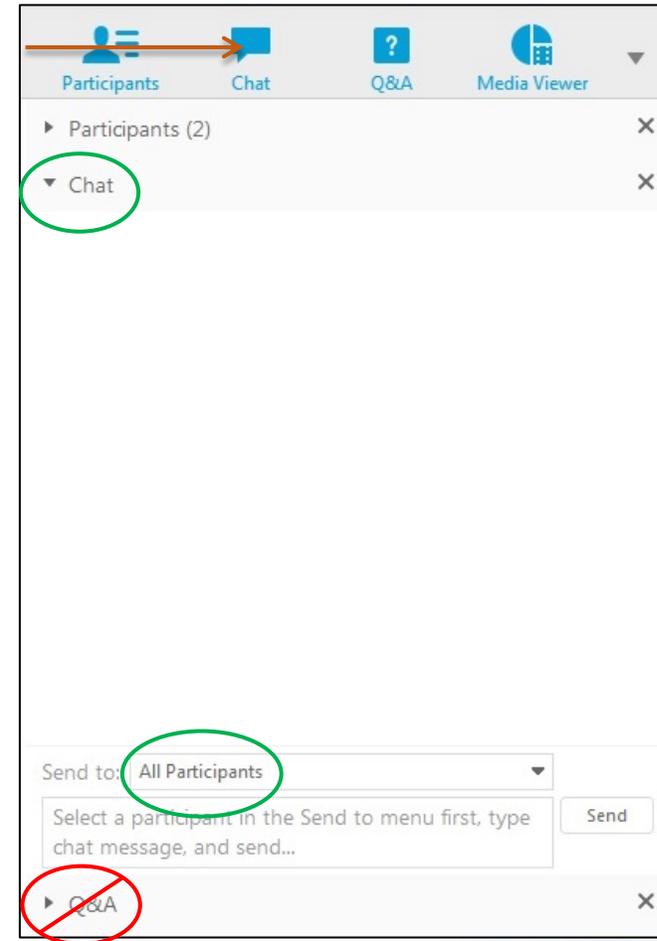
- Nationalservice.gov:
 - Performance Measurement Core Curriculum
 - Developing Performance Measurement Instruments
 - Collecting Performance Measurement Data
 - CNCS Performance Measures Instructions
- VISTACampus.gov:
 - Reporting and Evaluation
 - VISTA Impact Reporting Tool

Chat Question

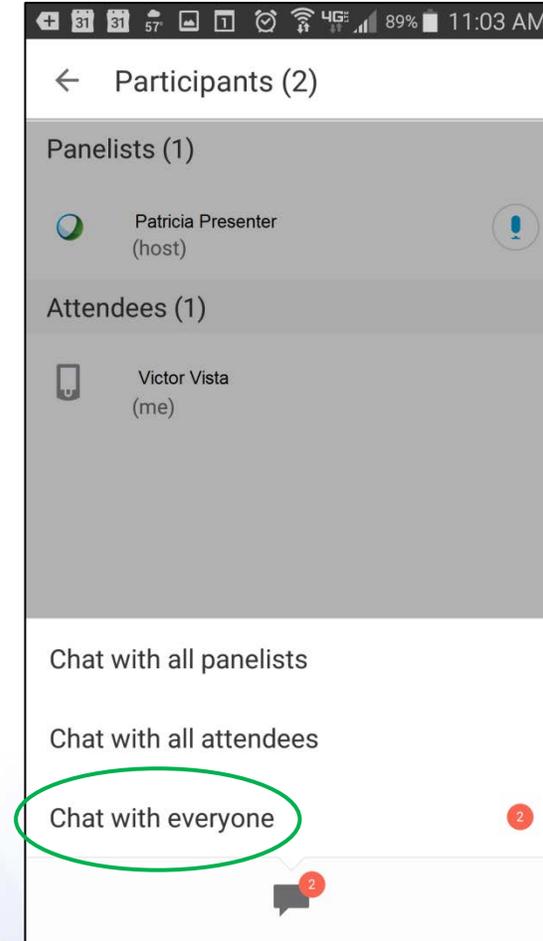
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What is one action you are going to take after this webinar?

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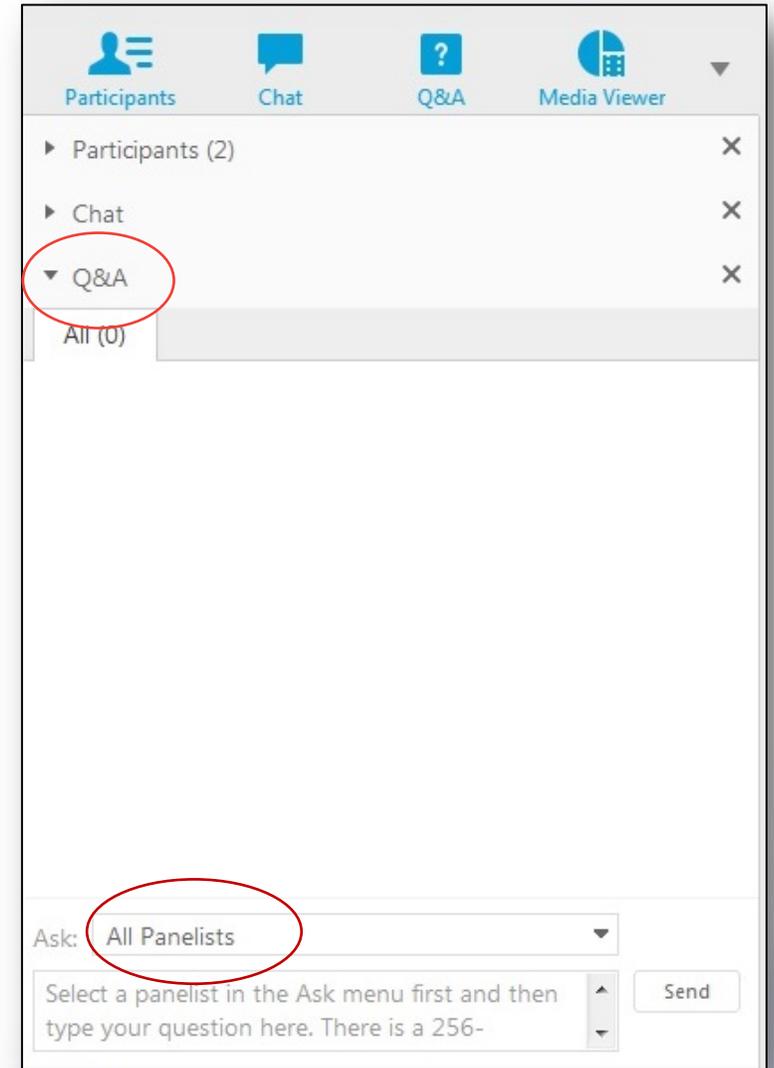


Evaluation

- Please take a few moments to share your feedback through the quick poll on the right side of the screen.
- How can we improve these sessions? What topics should we include in future webinars?
- Thank you very much for your time and participation!

Questions ?

- To ask a question verbally, call in using the number on this slide and press *1
- To ask a question electronically, use the Q&A feature located in the bottom right corner of the screen. Please ask “All Panelists”



Thank You for Your Participation!

If you have further questions or for more information, contact us:

VISTAwebinars@cns.gov

Next supervisor webinar:
**The Importance of the VAD
in VISTA Projects**
July 25, 2017
2:00pm Eastern

Upcoming VISTA member webinar:
Building Your Digital Ad Campaign
June 27, 2017
2:00pm Eastern

*Visit the Webinars page on the VISTA Campus
for a schedule of upcoming webinars and recordings of past webinars*